

TITLE 20

MISCELLANEOUS

CHAPTER

1. RULES AND REGULATIONS FOR THE RIDGETOP CITY PARKS.

CHAPTER 1

RULES AND REGULATIONS FOR THE RIDGETOP CITY PARKS

SECTION

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20-101. Ridgetop park facilities. (1) Pioneer Park, 316 Cobb Street, Ridgetop, TN: (a) The transition of an abandoned school yard into a functional city park was the dream of Bob Robb. When a group of civic-minded neighbors pitched in, the dream began to come true.

(b) The four (4) acre park was the former grounds for the Ridgetop School, and then used by the civil defense. After use by the civil defense, there wasn't enough money for maintenance and upkeep. Since the school's demise, about 1950, Bob Robb, a Ridgetop City Commissioner, had a plan to make the campus into a community park. With the help of Mary Hall, an artist, the plan was put on paper.

(c) Ridgetop Pioneer Park, established about 1983, boasted a gazebo, a large picnic shelter, swings, slides, and a playground for children and the Bluebird Walking Trail. Also on the grounds, although not a part of the park, was a shelter for the city's fire engine.

(d) Construction of the park, which cost an estimated twenty thousand dollars (\$20,000.00), was financed through revenue sharing and by local donations. In all, more than three hundred (300) hours of time were volunteered to make the park a reality.

(e) The park, a tribute to one man's dream and a community's united effort, was dedicated during Ridgetop's Homecoming '86 ceremonies on Memorial Day weekend.

(f) Park facilities include:

Pavilion - Thirty feet by forty feet (30' X 48') with electric outlets

Includes six (6) each eight foot (8') tables seating a total of forty-eight (48) people

Two (2) additional picnic tables in park

Charcoal grills

One (1) gazebo

Volleyball/badminton net

Basketball goal

Walking trail

Children's playground

Park is lit by street lights around park.

(2) Ridgetop Station Park, 1954 Woodruff Avenue, Ridgetop, TN 37073. (a) Mrs. Wilson, a widow, and her children decided it was time to move from the ten (10) room older home. The Mayor of Ridgetop caught wind of the possible sale of Mrs. Wilson's home and land, thus requesting a meeting with Mrs. Wilson and her son, Chuck.

(b) After discussion among the mayor and aldermen, there was a vision of preserving some of the heritage of Ridgetop. Discussions (pro and con) with the city officials, the citizens of Ridgetop and Mrs. Wilson's family led to the land becoming the Ridgetop Station Park in March, 2006.

(c) With limited time, a park board (volunteers) was formed, two (2) grants (for money from the State of Tennessee) were written and submitted. In August, 2006, the City of Ridgetop was granted four hundred thousand dollars (\$400,000.00) from the Tennessee Department of Environment and Conservation for the development of the new park.

(d) Park facilities include:

Thirty-two foot (32') Octagon Pavilion

One-third (1/3) mile walking trail

Children's playground

Smoke house

Garden house

Caboose

Restroom facilities

Parking facilities. (as added by Ord. #2006-117, Nov. 2006, and replaced by Ord. #2009-100, May 2009, Ord. #2009-102, Aug. 2009, and Ord. #2009-106, Oct. 2009)

20-102. General rules and regulations. (1) Pioneer Park. Hours of operation: 7:00 A.M. until 10:00 P.M. (weather permitting).

(2) These rules have been established in an effort to make the park a safe and clean place. If a person does not comply with the dress code and rules, they may be denied the use of the facilities and may be suspended.

(a) Shirts and shoes must be worn at all times.

(b) Cursing and obscene language will not be tolerated.

(c) No dunking on the basketball goals.

(d) One way running or walking around trail. (Please stay in single file order.)

(e) Possession of alcoholic beverages and/or narcotic drugs, as well as consumption of these substances, is prohibited in the park system.

(f) Gambling is not permitted.

(g) Children under eight (8) must be accompanied by an adult.

(h) The following offenses will result in suspension for the following length of time:

<u>Offense</u>	<u>Length of Suspension</u>
(i) Fighting: 17 and under	
1st offense	1 month then bring a parent or legal guardian to meet with the city for permission to return.
2nd offense	6 months then bring a parent or legal guardian to meet with the city for permission to return.
3rd offense	1 year then bring a parent or legal guardian to meet with the city for permission to return.
Fighting: 18 and older	
1st offense	1 year minimum.
2nd offense	5 year minimum.
3rd offense	No limit.
(ii) Hanging on rim or net	1 month.

<u>Offense</u>	<u>Length of Suspension</u>
(iii) Dunking	1 month.
(iv) Profanity	1 warning, then 1 month.
(v) Trespassing (someone who is currently under suspension)	Must bring a parent or legal guardian to meet with the city for permission to return.
(vi) Misuse of equipment	1-2 weeks.
(vii) Disrespect to employees	1 month.
(viii) Vandalism	1 month, then bring a parent or legal guardian to meet with the city for permission to return.
(ix) Disorderly conduct	1 month, then bring a parent or legal guardian to meet with the city for permission to return.
(x) Drugs/alcohol	1 year, then bring a parent or legal guardian to meet with the city for permission to return.
(xi) Gambling	1 month, then bring a parent or legal guardian to meet with the city for permission to return.

(i) Only city employees and city officials are permitted in the office area.

(j) Phone calls in the office are restricted to city employees. All other calls must be authorized by an employee.

(k) No obscenities on clothing are allowed in the facilities; includes but not restricted to curse words, nudity, vulgar signs.

(l) All parking is on a "first come, first served" basis.

(m) The use of tobacco products is prohibited inside any structure within the city parks (house, pavilion, gazebo, etc.).

(n) Any sexual conduct within the city parks is prohibited. (as added by Ord. #2006-117, Nov. 2006, and replaced by Ord. #2009-100, May 2009, and Ord. #2009-106, Oct. 2009)

20-103. Ridgetop Station Park. (1) Hours of operation: 7:00 A.M. until 10:00 P.M. (weather permitting).

(2) These rules have been established in an effort to make the park a safe and clean place. If a person does not comply with the dress code and rules, they may be denied the use of the facilities and may be suspended.

- (a) Shirts and shoes must be worn at all times.
- (b) Cursing and obscene language will not be tolerated.
- (c) No dunking on the basketball goals.
- (d) One way running or walking around trail. (Please stay in single file order.)
- (e) Possession of alcoholic beverages and/or narcotic drugs, as well as consumption of these substances is prohibited in the park system.
- (f) Gambling is not permitted.
- (g) Children under eight (8) must be accompanied by an adult.
- (h) The following offenses will result in suspension for the following length of time:

<u>Offense</u>	<u>Length of Suspension</u>
(i) Fighting: 17 and under	
1st offense	1 month then bring a parent or legal guardian to meet with the city for permission to return.
2nd offense	6 months then bring a parent or legal guardian to meet with the city for permission to return.
3rd offense	1 year then bring a parent or legal guardian to meet with the city for permission to return.
Fighting: 18 and older	
1st offense	1 year minimum.
2nd offense	5 year minimum.
3rd offense	No limit.
(ii) Profanity	1 warning, then 1 month.
(iii) Trespassing (someone who is currently under suspension)	Must bring a parent or legal guardian to meet with the city for permission to return.
(iv) Misuse of equipment	1-2 weeks.
(v) Disrespect to employees	1 month.

<u>Offense</u>	<u>Length of Suspension</u>
(vi) Vandalism	1 month, then bring a parent or legal guardian to meet with the city for permission to return.
(vii) Disorderly conduct	1 month, then bring a parent or legal guardian to meet with the city for permission to return.
(viii) Drugs/alcohol	1 year, then bring a parent or legal guardian to meet with the city for permission to return.
(ix) Gambling	1 month, then bring a parent or legal guardian to meet with the city for permission to return.

(i) Only city employees and city officials are permitted in the office area.

(j) Phone calls in the office are restricted to city employees. All other calls must be authorized by an employee.

(k) No obscenities on clothing are allowed in the facilities; includes but not restricted to curse words, nudity, vulgar signs.

(l) Permits to use rooms for meeting can be arranged for no longer than one (1) year in advance.

(m) No swimming or wading allowed in creek.

(n) All parking is on a "first come, first served" basis.

(o) No Frisbees, boomerangs, remote control airplanes, etc. allowed near the house. Metal detectors may not be used near the house. Any item found must be turned into city hall.

(p) The use of tobacco products is prohibited inside any structure within the city parks (house, pavilion, gazebo, etc.).

(q) Any sexual conduct within the city parks is prohibited. (as added by Ord. #2006-117, Nov. 2006, and replaced by Ord. #2009-100, May 2009, and Ord. #2009-106, Oct. 2009)

20-104. Ridgetop parks lease and reservation agreement.

Date: _____

Name of group or individual: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Alt. Phone: _____

Park Requested (Name of Park and specific area within that Park):

Function: _____ # Attending: _____

Date(s): _____ Time: _____

Fee: _____ Deposit: _____ Due: _____

I HAVE READ AND UNDERSTAND THE FACILITY RESERVATION AGREEMENT. I AGREE TO ABIDE BY ALL RULES AND FEES LISTED IN THIS AGREEMENT.

Name of person responsible: _____
(Please Print Name)

Sign: _____ Date: _____

Deposit received: _____ Returned: _____

By signing this agreement you indicate that you understand and will abide by the rules. Failure to do so will result in the denial in any future attempts to reserve facilities from the Ridgetop Parks Department.

White: City Yellow: Deposit Pink: Reservation Permit
(as added by Ord. #2006-117, Nov. 2006, and replaced by Ord. #2009-100, May 2009, and Ord. #2009-106, Oct. 2009)

20-105. Schedule of fees.

Pioneer Park Fees

In city residents \$30.00/day
Out of city residents \$50.00/day

Plus a \$25.00 refundable clean up fee

Ridgetop Station Park

In city residents	\$50.00/day
Out of city residents	\$75.00/day

Plus a \$25.00 refundable clean up fee

(as added by Ord. #2006-117, Nov. 2006, and replaced by Ord. #2009-100, May 2009, and Ord. #2009-106, Oct. 2009)

20-106. Ridgetop parks clean up/damage deposit forfeiture schedule. (1) Note: Ridgetop parks staff will complete a reservation checklist form at the end of scheduled reservation. Compliance or violations of rules will be determined and noted on the form at that time. Should any violations exceed the twenty-five dollar (\$25.00) clean up/damage deposit fee on file, you will be billed by the City of Ridgetop for additional payment.

No show for reservation	Full deposit
Late to arrive for reservation time	Hourly rate every 15 minutes
Late to leave for reservation time	Hourly rate every 15 minutes
Facility left unclean	Full deposit
Trash not placed in trash cans	
Drinking or possession of alcoholic beverages	Full deposit
Destruction or damage to facility	Billed for repair or replacement
Other unspecified damage	Billed for repair or replacement

(2) The city reserves the right to designate the location of any tents which are erected, regardless of whether they are furnished by the city or the renter. The fee for erecting a tent furnished by the renter will be two hundred fifty dollars (\$250.00) on any tent over the size of twenty feet by twenty feet (20' x 20').

(3) The city reserves the right to designate the location of any stages which are erected, regardless of whether they are furnished by the city or the renter. The fee for erecting a stage furnished by the renter will be one thousand dollars (\$1,000.00).

(4) Fundraising events will be charged a one hundred dollar (\$100.00) per day fee in addition to any other fees which may apply.

(5) Any event using sound amplification will be charged a one hundred dollar (\$100.00) per day fee in addition to any other fees which may apply.

(6) Food, beverage and/or merchandise sales will be charged a one hundred dollar (\$100.00) per day fee in addition to any other fees which may apply.

(7) Participation fee including run/walks will be charged a one hundred dollar (\$100.00) per day fee in addition to any other fees which may apply.

(8) These fees are at the discretion of the park board. (as added by Ord. #2006-117, Nov. 2006, and replaced by Ord. #2009-100, May 2009, and Ord. #2009-106, Oct. 2009)

20-107. Rules and regulations. (1) Reservation fee and deposit (if needed) must be paid within three (3) working days from the date reservation is made or the reservation will be cancelled.

(2) Cancellation policy. The full reservation fee will be refunded with a two (2) week notification prior to the event. One-half (1/2) of the reservation fee will be refunded with one (1) week notification prior to the event. There will be no refunds given due to bad weather.

(3) You must have the pink copy of the reservation agreement with you to utilize the reserved park facilities. Use the shelter only the hours you have reserved. There is a thirty (30) minute span of time between shelter reservations. If someone is using the shelter when you arrive, show your agreement to them and politely ask them to leave. If they refuse to leave, notify city hall (615) 859-0596 or police officer (615) 384-7971.

(4) You must arrive and depart for your scheduled reservation on time or inform city hall at (615) 859-0596 twenty-four (24) hours in advance of any change in reservation time.

(5) Please leave the shelter the way you found it. If anything is damaged please notify city hall (615) 859-0596 or emergency contact (615) 642-1845 immediately. If not, you will be responsible for it.

(6) Decorating, setup, break down, and clean up need to be included in rental time.

(7) No active games or sports maybe conducted inside shelters; you must go outside to do so.

(8) There is to be no gambling, drinking, or possession of alcoholic beverages and/or narcotics in any of the facilities.

(9) School group shelter reservation/cancellation:

(a) Should a school group call in advance and cancel shelter reservations prior to the day of scheduled reservation, a full refund will be issued.

(b) If the weather is cloudy on the day of the school group's reservations, the school is encouraged to use the shelter. The school will not receive a refund for cloudy weather.

(c) If it is raining on the day of a school group's reservation, a full refund will be issued.

(10) There is a twenty-five dollar (\$25.00) charge for checks returned due to insufficient funds. (as added by Ord. #2006-117, Nov. 2006, and replaced by Ord. #2009-100, May 2009, and Ord. #2009-106, Oct. 2009)

20-108. Visitor's rules and regulations. (1) General rules.

- (a) Horseplay is not permitted on trails.
- (b) Abusive language is not permitted.
- (c) Food, drink, and smoking are permitted in the grass area.
- (d) No alcohol of any kind allowed.
- (e) No unattended children under thirteen (13) years of age are permitted.
- (f) Children seven to twelve (7-12) years old must be attended by a person thirteen (13) years of age or older.
- (g) One (1) adult per ten (10) children is required for all groups.
- (h) The city is not responsible for lost or stolen articles.
- (i) No public display of affection is permitted.
- (j) Use receptacle for all trash, do not litter.
- (k) No one under the age of eighteen (18) shall smoke.

(2) Aviation. No person shall voluntarily bring, land, or cause to descend or alight within or upon any park, any airplane, flying machine, balloon, parachute, or other apparatus for aviation. "Voluntarily," in this context, shall mean anything other than a forced landing. Any landing other than one caused by mechanical or structural failure of the aircraft or any of its parts, shall be deemed to have been made voluntarily, and this shall include landings caused by error or oversight, negligence or failure to comply with FAA regulations or rulings. No person shall in any park engage in toy aviation, model boating or model automobiling.

(3) These rules have been developed to assist in providing a clean, pleasant, and safe environment for everyone. (as added by Ord. #2006-117, Nov. 2006, and replaced by Ord. #2009-100, May 2009, and Ord. #2009-106, Oct. 2009)

20-109. Application for permit to use city facilities.

Section I. Applicant And Event Information

- 1. Event Organizer/Agency _____
- 2. Event Organizer/ Agency Address _____

- 3. Phone (____) _____ Fax (____) _____

4. Organizer's Designated Representative (must sign this Application)

5. Event Promoter (if different from above Group) _____

6. Phone (____) _____ Fax (____) _____

7. Area or Facility Requested (Name of Park and specific area within that Park)

8. Type of Event _____

9. Event Date(s) _____

10. Event Schedule (date and time)

Set up _____

Event Hours _____

Departure _____

11. Anticipated Attendance _____

12. Event Details

Tents Erected? Yes No If yes, how many? _____

Park Roads Closed? Yes No

Fundraising Event? Yes No

Sound Amplification? Yes No

Food/Beverage/Merchandise Sold? Yes No

Stage Erected? Yes No

Walk/Run? Yes No Will participant fee be charged? _____

13. Electrical Requirements (number of circuits and amps) _____

14. Explain the program or event in detail, including location in the park. Using a separate sheet of paper, explain in detail all aspects of the event. Include information about entertainment, concessions, publicity, setup

and strike-down dates, security, trash removal, and other important details relating to the planning of the event.

Section II. Application Instructions and Terms and Conditions For Park Facilities Use

1. **The Permit Application is due not later than ten days from initial contact with Park Personnel. If approved, appropriate fees will be assessed. All base fees due must be paid within two weeks after billing but not less than 24 hours prior to the event. All fees are fully refundable if the event is canceled 30 days prior to proposed event date. No permit will be issued until all necessary paperwork has been completed and all fees paid.** Completed Permit Applications should be submitted to the Ridgetop City Hall.
2. Applications for general park use are accepted one year in advance. The Parks and Recreation Department has first priority in scheduling events in all parks and/or facilities. All dates are reserved on a first come, first served basis. Event dates are not confirmed until all related fees have been paid.
3. Permits for fundraising events may only be requested by persons or organizations that have 501(c)3 status with the IRS. Proof of status is required.
4. A certificate of insurance must be submitted with this Permit Application. The policy must be in force for the duration of the Events and be issued by an insurance company licensed to do business in Tennessee, specifying public liability and property damage insurance with a single limit of not less than one million dollars (\$1,000,000), naming the City of Ridgetop as an additional insured. No permit will be issued unless this certificate has been received. Additional insurance coverage based on the scope of the events may be required.
5. The Parks and Recreation Department prohibits the reservation and use of park facilities by Permittees that discriminate on the basis of age, color, disability, national origin, race, religion, sex, in the admission to, access to, or operation of their programs, services, or activities.
6. Any changes to the Event description submitted with this Permit application must be submitted in writing to the City. Any aspect of the Event not fully described in the Permit Application or an addendum submitted in accordance with this paragraph will not be covered by the permit or allowed in Park Facilities.

7. All events held on Ridgetop Parks property must fit within the following guidelines:
 - a) The proposed activity or use of the Park must not unreasonably interfere with or detract from the general public's enjoyment of the Park.
 - b) The proposed activity or use will not unreasonably interfere with or detract from the promotion of public health, welfare, safety and recreation.
 - c) The proposed activity or use will not include violence, crime or disorderly conduct.
 - d) The proposed activity or use will not entail extraordinary or burdensome expense or police operation by the city.
 - e) All sales must be pre-approved by the City.
8. Any permit holder utilizing the services of a professional event organizer, promoter or the like must identify that person or organization in writing as per No 5 of the Permit Application.
9. All special events to be held in parks requesting permission to have amplified music will be considered by the Parks Department on a case by case basis. A Park staff member will monitor the event. The staff member shall have the right to request a lowering of sound levels, or to stop the performance if deemed necessary and in the best interest of the Parks Department and the immediate neighborhood.
10. Prior to but not earlier than six hours before each Event, the permit holder must perform an inspection of all Park Facilities to be used and must report in writing to the Parks Department the presence of any damage or trash on the premises. All damage evident or trash remaining on the premises after the Event and not previously and specifically reported to the Parks and Recreation Department as required in the preceding sentence will be considered to have resulted from the Event and must be rectified at the sole expense of the permit holder. Larger events may require that a representative of the Parks Department inspect the Park facilities with the event organizer. This will be determined by the Parks Director.
11. It is the permit holder's responsibility to return the park to the condition it was in prior to the permitted event or pay fees related to returning property to condition prior to event. Permit holders are responsible for ALL clean up after each event. Permit holders are required to post a \$500.00 deposit. **The posting of a deposit does not relieve the Event permit holder from the responsibility for performing all clean up and correcting all damage relating to any Event.** The permit holder

agrees to reimburse the City for all costs incurred in performing cleanup and repairs which, in the judgment of the Parks Department, the permit holder has failed to perform. Cleanup and repair costs shall accrue at the rate of \$20.00 per man-hour, plus the cost of cleaning supplies, basic landscaping materials and the like. The permit holder's deposit will be applied to cleanup and repair costs accruing under this paragraph. In addition, the permit holder agrees to reimburse the City for cleanup, repair and material costs accruing under this paragraph that exceed \$500.00. The unused portion of a deposit, if any, will be refunded to the permit holder.

12. The Department of Parks and Recreation reserves the right to require permit holders to provide, at their expense, as many off-duty Ridgetop Policemen and Emergency Medical Technicians as the Department deems necessary to assure the safety of the public and Park Facilities. A minimum of one (1) Police Officer must be hired at all times to insure the best interest of the Department is adhered to at all times. Arrangements for Police officers will be made through the Ridgetop Police Department.
13. Permit holders must adhere to all ordinances, rules and regulations of the Parks and Recreation Department and the City of Ridgetop. Applicants must obtain all necessary City Permits before a permit for Park use will be issued. The Parks Director will make every effort to inform Event Organizer of all related City Permits based on information in this application. Examples of other necessary permits include: Use and Occupancy Permit, Tent Permit, Health Department Permits, food, beverage and vending licenses, etc.
14. Alcoholic beverages are not allowed in Park Facilities.
15. All signage, advertising, publicity, exhibits or displays to be used must have the prior approval of the Parks Department. Absolutely no banners or flags of any kind are to be flown from Parks Facilities flagpoles.
16. All Events must end not later than 10:00 P.M.
17. Appropriate park personnel and member of the Parks Department must be provided access to Events upon request in order to monitor Event activities and ensure compliance with ordinances, rules and regulations.
18. Parks Department has the authority to revoke a permit upon finding a violation of any rules or ordinances or upon good cause shown.

- 19. In the event of noncompliance with any provision of these terms and conditions, the Parks and Recreation Department may, in its sole discretion, ban any event sponsor or professional event organizer, promoter or the like from further sponsorship or promotion of any Event in Parks Facilities for a period of two years.
- 20. The Parks Department will determine the need for portable toilets. The expense will be born by the applicant.
- 21. The applicant is responsible for the collection and removal of all trash and litter from the park.
- 22. By submitting a Permit Application, the event organizer agrees to the following additional terms:
 - a) The event organizer will indemnify and hold harmless the City of Ridgetop from any and all claims, damages, costs and attorney fees for injuries or damages arising, in part or in whole, from the organization's use of Parks Facilities and areas describing in this Permit Application and any claims, damages, costs and attorney fees arising from any failure of the organization, its officers, employees and agents to observe applicable laws, ordinances, rules and regulations;
 - b) The event organizer assumes all risk and responsibility for any dangerous or defective conditions on the ground of Park Facilities, whether known or unknown;
 - c) The event organizer agrees to restore Parks Facilities to the condition prior to the Event;
 - d) This document sets forth the entire agreement of the parties;
 - e) A financial statement of the Event proceeds must be mailed within 30 days of Event to the Parks Director;
 - f) The individual executing this document on behalf of the event organizer affirms that he is authorized to do so;
 - g) No modifications of this document shall be valid unless in writing and signed by the Parks Department; and
 - h) Tennessee law shall govern any dispute arising from this document.

Organization

Authorized Signature

Date

Title

The Ridgetop Parks and Recreation does not discriminate on the basis of age, race, sex, color, religion, national origin or disability in admission to, access to, or operations of its programs, services, or activities. The department does not discriminate in its hiring or employment practices.

(as added by Ord. #2006-117, Nov. 2006, and replaced by Ord. #2009-100, May 2009, and Ord. #2009-106, Oct. 2009)

20-110. Meetings, etc. (1) No person shall erect any structure, stand on platform, hold any meeting, perform any ceremony, make a speech, address or oration, or exhibit or distribute any sign, placard, notice, declaration or appeal of any kind or description, in any park except by permit issued by the department.

(2) Upon application, such permit will be issued unless:

(a) The use for which the permit is sought is of a private or commercial nature; or

(b) The location selected is not suitable because the area is specially landscaped and planted with botanical, flowers, shrub or tree exhibits; or

(c) The location selected is not suitable because it is one of the specialized park use areas; or

(d) The date and time requested has previously been allocated by permit, or would obstruct and interfere substantially with park use and enjoyment by the public.

(3) Whenever a permit is denied by reason of paragraphs (a), (b), or (c) of subsection (2) above, alternative suitable locations and dates shall be offered to the applicant.

(4) Place for open forum: at or near the pavilion at Pioneer Park and Ridgetop Station Park. (as added by Ord. #2006-117, Nov. 2006, and replaced by Ord. #2009-100, May 2009, and Ord. #2009-106, Oct. 2009)

20-111. Fund raisers. Fund raisers may be held in park facilities. The fund raiser information sheet must be filled out and turned in to the director. Fund raisers must have department approval. (as added by Ord. #2006-117, Nov. 2006, and replaced by Ord. #2009-100, May 2009, and Ord. #2009-106, Oct. 2009)

20-112. Class fees and charges. (1) Instructors who request to teach such classes as yoga, cake decorating, etc. must pay twenty percent (20%) of each participant's fee or the room rental rate (whichever is greater) to the parks department.

(2) Every specialist and/or group must sign an agreement, specifying the details of their arrangements with the recreation department.

(3) Class proposal and information sheet requiring references are subject to approval by the director of parks and recreation. (as added by Ord. #2006-117, Nov. 2006, and replaced by Ord. #2009-100, May 2009, and Ord. #2009-106, Oct. 2009)

20-113. Guidelines for classes. (1) Classes and instructor must be approved by the director. The instructor will be notified when the request is accepted or rejected.

(2) Payment of twenty percent (20%) of the gross fee receipts or the regular room reservation rate, whichever is greater, is due prior to the beginning of any class.

(3) Registration and collection of fees will be handled by the class instructor unless the class is sponsored by the department.

(4) Proper maintenance of registration records is required by the instructor. The City of Ridgetop shall have access to registration records to confirm required fee payment.

(5) Telephone registration will be accepted for designated classes only.

(6) A twenty dollar (\$20.00) fee will be charged for all returned checks.

(7) Refunds will be made if classes are canceled.

(8) Refunds must be requested by the participant no later than three (3) working days prior to the starting date of the class. Working days are Monday through Friday excluding holidays.

(9) All refunds for class registration must be documented with a written receipt.

(10) Classes will not meet on city holidays.

(11) Class postponements due to inclement weather or instructor illness will be made up at the end of the class session term. The instructor must notify students of any cancellations. (as added by Ord. #2006-117, Nov. 2006, and replaced by Ord. #2009-100, May 2009, and Ord. #2009-106, Oct. 2009)

20-114. Request forms.

**RIDGETOP PARKS AND RECREATION DEPARTMENT
CLASS PROPOSAL REQUEST FORM**

Name of Proposed Class: _____

Name of Instructor: _____

Address: _____

Phone Number: _____ (daytime) _____ (evening)

Facility requested for classes: _____

Class date(s) _____ Class Time _____

Fee charge (per participant) _____

Age Classification _____

Program objectives _____

Supplies and space needed _____

References: 1. Name _____ Phone # _____

Address _____

2. Name _____ Phone# _____

Address _____

3. Name _____ Phone# _____

Address _____

Please complete the form and return it to the Ridgetop City Hall. The Parks Director will review the request and notification of the decision will be forwarded to you.

RIDGETOP PARKS AND RECREATION DEPARTMENT
FUND RAISER REQUEST FORM

Facility Requested: _____

Group Name: _____

Fund Raiser Event: _____

Date(s) requested _____ Hours needed _____

Contact Person _____

Address: _____

Phone Number: _____ (daytime) _____ (evening)

Fee(s) charged or donations requested _____

Anticipated collections _____

Description of event _____

Program objectives _____

Supplies and facilities needed _____

State of Tennessee registration number _____

- References: 1. Name _____ Phone # _____
Address _____
2. Name _____ Phone# _____
Address _____
3. Name _____ Phone# _____
Address _____

Please complete the form and return it to the Ridgetop City Hall. If this event was held previously, please list the amount of funds collected. The Parks Director will review the request and notification of the decision will be forwarded to you.

Upon approval of the request, immediately forward a Certificate of Insurance (\$1,000,000 liability coverage) with the City of Ridgetop named as an additional insured and a budget of how the money will be distributed to the charity. Note: The event will not be held until a copy of the Certificate of Insurance is on file at the City of Ridgetop.

RIDGETOP PARKS AND RECREATION DEPARTMENT

TENT RENTAL REQUEST FORM

Name of Group _____

Name of party responsible _____

Phone Number: _____ (daytime) _____ (evening)

Street _____

City _____

State _____ Zip Code _____

Date requested _____ Hours needed _____

Facility requested _____

Use of tent (what kind of party) _____

1. The tent may be used for City sponsored functions on City property as needed with the approval of the Director of Ridgetop Parks and Recreation.
2. Requests from individuals and groups:
 - a. May be made in writing to the Director of Ridgetop Parks and Recreation Dept.
 - b. The tent may only be used on City property.
 - c. Tent rental fee is \$1,000.00 per day (city personnel set up and take down).
 - d. A \$250.00 deposit is required and will be refunded if there is no damage.
 - e. No exemption from the fee or the deposit.

Ridgetop Parks Refusal of Treatment Form

Name of patron _____

Address _____

Treatment being refused _____

 Signature of Patron (if patron is a minor, parent or adult responsible for the minor; including relationship to minor).

Employee _____

Supervisor on duty _____

Date _____

Attach accident and/or rescue forms describing the incident. (as added by Ord. #2006-117, Nov. 2006, and replaced by Ord. #2009-100, May 2009, and Ord. #2009-106, Oct. 2009)

20-115. Wilson House at Ridgetop Station Park. (1) Guidelines.

(a) Fees and amenities. Fees include use of the ground level only of the house. Renter is responsible for indoor/outdoor set-up, including chairs and tables. Activities on the grounds of the park must be approved by the park board and are subject to park rules and regulations. Rental time includes set up, delivery, and cleaning.

Rental fees:

Monday - Thursday, daytime non-wedding (max. of 8 hours)	\$250.00
Friday - Sunday non-wedding (max. of 8 hours)	\$500.00
Wedding - any day (max. of 12 hours)	\$1,000.00

Holidays (max. of 12 hours)	\$1,500.00
Hourly rental	\$50.00

(b) There is a charge of fifteen dollars (\$15.00) per hour for house host. We require one (1) host per fifty (50) guests. This person is on duty to provide friendly help for guests and to give historical information on the house.

(c) A clean up/damage fee is required. This fee will be equal to one-half (1/2) the total amount of your rental. The city will issue a reimbursement check for the clean up/damage fee within ten (10) days from rental date if everything has been left clean and damage free.

(2) Seating. The maximum total occupancy of the ground floor is one hundred forty-nine (149) people, a maximum occupancy of one hundred two (102) for a seated function and only forty-eight (48) with tables and chairs. Occupancy of each room will be posted. When using porches and the grounds the number is virtually unlimited.

(3) Parking. Parking is limited to parking lot only.

(4) Reservations. We require a deposit of one-half (1/2) of the rental fee to confirm the date. The balance, plus deposit, is due thirty (30) days prior to the event. Evidence of general liability coverage in the form of a "certificate of insurance" for not less than one million dollars (\$1,000,000) is required to rent the property. This requirement, often attainable by an endorsement to homeowner's, business, or renter's insurance, must be received not less than thirty (30) days prior to the event date. The City of Ridgetop is to be named as an additional insured,

(5) Rental equipment. (a) All rental tables, chairs, linens, dishes, silverware, and decorations must be delivered and picked up during your rental period. We do not have storage space. You are responsible for any delivery charges, and for informing your caterer of our policies. Ridgetop Station Park or the City of Ridgetop is not responsible for rental items.

(b) Tents. Tents are allowed on the grounds. However, a permit must be obtained from the Ridgetop Parks and Recreation Department; applications are available at Ridgetop City Hall. You will need to rent tables and chairs for use under the tent. It is necessary to coordinate the location, set-up and removal of tents to be mutually agreeable with all parties renting over a given period of time. The City of Ridgetop is not responsible for the tent, items set-up under or around the tent. We also do not guarantee that your tent will not be used by other persons in the time periods surrounding your rental time.

(6) Cancellation policy. We understand that sometimes it becomes necessary to cancel a scheduled event. Please contact us as soon as possible when you need to cancel. We are able to return one-half (1/2) of the amounts paid when the event is cancelled more than sixty (60) days in advance. Cancellations with less than sixty (60) days' notice do not receive a refund.

(7) Making final event arrangements. (a) We are always happy to coordinate your event arrangements with the caterer or planner of your choice. We are also delighted to meet with you whenever necessary to discuss your plans; however, we ask that you call for an appointment during our regular office hours. We do not grant appointments during events. All plans need to be finalized with our office two (2) or three (3) weeks before your event.

(b) The city host will do a walk thru with you before and after your rental time to address any questions or problems.

(8) Cleaning up. (a) This is a shared responsibility. You are responsible for removing everything your party has brought to the house and park, and cleaning everything. It must be in the same condition as you received it.

(b) Food serving guidelines. You are welcome to use the catering service of your choice. Please inform your caterer of our policies or ask them to call our office for information. We allow food serving throughout the first floor with these exceptions:

(i) Serving tables are not allowed upstairs.

(ii) Dinner seating is not allowed upstairs.

(iii) Food cannot be served from the antique furniture.

(9) Alcoholic beverage policy. Alcoholic beverages are not permitted in the house or on the grounds.

(10) Decorating. You are welcome to use the florist or decorator of your choice. Keep in mind that all decorating needs to be scheduled during your rental times. No decorations may be attached to the walls, woodwork, front doors, front windows or columns on the front porch. Antique furniture cannot be moved. Please protect the furniture when using live florals. On the mantles: candles are allowed only on the main room mantles. All decorations must be removed at the end of your rental time.

(11) Candles. We allow candles and florals on all banquets and serving tables if the flame is covered. Candles are allowed on mantles if the flame is covered. Candelabra for wedding ceremonies must use metal-covered candles. Votives are allowed on the porches, and luminaries are allowed on the walk.

(12) Music and dancing. We do not allow dancing inside the house. You are allowed to dance on the grounds. We allow both live and taped music inside the house. Amplifiers are not permitted.

(13) Wedding guidelines. (a) Wilson House is a very special setting for weddings large and small. We are open for event rental. Rental fee includes use of the house.

(b) This house provides an elegant backdrop for both indoor and outdoor ceremonies. Indoor ceremonies are held in the front parlor with seating capacity of sixty (60). Outdoor ceremonies are held on the lawn or on the front porch. Applications for outdoor activities must be obtained at Ridgetop City Hall.

(c) The following guidelines apply:

(i) Changing rooms are available for the bride and groom's parties. Restrooms are available for the bride and groom. Smoking is not permitted.

(ii) Throwing rice, birdseed, or confetti is prohibited.

(iii) Candelabras may be used only with metal-covered candles. Please use a candlesnuffer.

(iv) Dancing is not permitted inside the house.

(v) Beverage fountains for punch or champagne are not allowed.

(vi) All rental items including catering needs, arches, wedding backdrops, or chairs must be delivered and picked up during your rental times.

(vii) Tents are allowed on the grounds, an application must be obtained at Ridgetop City Hall. Please inform house staff when planning to use a tent. We will need to coordinate the tent placement, installation, and removal to be agreeable for other events. We are not always able to allow early set-up or late removal of tents. Chairs and tables for use under tents are not available at the house and will need to be rented.

(viii) Our address for invitations is: Ridgetop Station Park, 1954 Woodruff Avenue, Ridgetop, TN 37152. Please put your address on the envelope as the return address.

(ix) Our staff is willing to meet with you by appointment.

(d) Rehearsals. (i) We are not always able to grant time for a rehearsal at the house. Whenever possible, we will give one (1) hour of rehearsal time on the day before your wedding, please contact the house staff. We can tentatively schedule a rehearsal when a ceremony is booked, but cannot confirm the rehearsal time until thirty (30) days prior to the date. Due to evening rentals following your rehearsal, the house may not be set up for your ceremony. You may need to rehearse in an adjoining room.

(ii) Tips for a stress-free rehearsal.

(A) Plan your ceremony with the officiate before the rehearsal.

(B) Encourage all participants to arrive on time.

(C) Limit the number of persons attending the rehearsal to the persons actually in the wedding ceremony. Meet other guests at the site of the rehearsal dinner.

(D) Consider bringing a cooler of soft drinks to serve. No alcoholic beverages are allowed during rehearsals.

(E) Take time to show the attendants the location of the changing rooms.

(F) Remind them that smoking is not allowed inside the house.

(14)

Agreement for the Wilson House

I have read the guidelines of the Wilson House and had its contents explained to me. I am aware of the fees and my responsibility concerning the rental of the Wilson House. A copy of this agreement has been given to me.

Responsible Party (Print Name)	Signature	Date
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Witness (Print Name)	Signature	Date
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(15) Wedding on the grounds excluding the use of the Wilson House.

Monday- Sunday (maximum of twelve (12) hours (to include pavilion - excludes house)	\$500.00	150 people
	\$100.00	for every additional 50 people

This rental fee will include rental of pavilion. A clean up/damage deposit is required. This deposit will be one-half (1/2) the total amount rental. (as added by Ord. #2010-101, July 2010, and amended by Ord. #2013-1012, June 2013 ***Ch4_5-21-19***)