

**TITLE 2**

**BOARDS AND COMMISSIONS, ETC.**

**CHAPTER**

1. LEISURE SERVICES BOARD.
2. LIBRARY BOARD.
3. CEMETERY BOARD OF TRUSTEES.
4. [DELETED.]
5. MUSEUM/VISITOR CENTER BOARD.

**CHAPTER 1**

**LEISURE SERVICES BOARD**

**SECTION**

- 2-101. Board created, membership, terms, appointments, and vacancies.
- 2-102. Powers and duties of the board.
- 2-103. [Deleted.]
- 2-104. [Deleted.]
- 2-105. Rules and regulations.
- 2-106. Enforcement.
- 2-107. Sports operating procedures.
- 2-108. Code of conduct.

**2-101. Board created, membership, terms, appointments and vacancies.** There is hereby created the White House Board of Leisure Services, hereinafter called "the board." The board shall consist of seven (7) members who shall serve without compensation and who shall be appointed by the mayor. The board shall be composed of the mayor, or the mayor's designee from the board of mayor and aldermen or city administrator, one (1) alderman elected by the mayor and aldermen and five (5) citizens who are residents of the City of White House and appointed by the mayor. The term of office for the five (5) citizens shall be staggered three (3) years or until their successors are appointed. Vacancies in such board shall be filled by the mayor for the unexpired term. (1979 Code, § 1-1201, as replaced by Ord. #96-16, Sept. 1996, and Ord. #09-23, Dec. 2009, and amended by Ord. #16-05, Feb. 2016)

**2-102. Powers and duties of the board.** (1) The board is to act as a recommending body in the development of a leisure system within the City of White House. The board under the direction of the board of mayor and aldermen will recommend properties to be developed as parks, theaters, community centers, etc. and will make recommendations for planning new sites which will be selected.

(2) The board shall be an advisory body responsible for providing guidelines and direction in meeting the cultural, artistic, athletic/fitness, historic, tourism and natural resource needs of the City of White House.

(3) The board is to advise the leisure services department in connection with the artistic and cultural development of White House.

(4) This board shall also establish the needs for the community so that an ongoing program may be maintained in accordance with a long range plan to be developed by the board, subject to final review and approval of the planning commission and the board of mayor and aldermen. This board shall establish the goals, policies and procedures for a recreation program for residents of the city.

(5) Duties of officers. (a) Chairman. The chairman shall preside at all meetings of the board and shall call special meetings of the board. The chairman shall vote on all matters coming before the board.

(b) Vice-chairman. The vice-chairman should preside over any meeting in which the chairman is not present.

(c) Secretary. The director of leisure services shall act as secretary of the board. The secretary is responsible for preparing the agenda and minutes of all meetings.

(6) Appointment of chairman. The chairman shall be appointed annually by a majority vote of the board at its July meeting.

(7) Board meetings. (a) The board will meet regularly on a bi-monthly basis. The day shall be set by the board. The time shall be set in the evening.

(b) All regular and special called meetings of the board shall be open to the public.

(c) The director and appropriate staff will be present at all meetings of the board.

(d) Minutes of the board meetings will be available for review during regular business hours at the White House City Hall.

(8) Minutes. All proceedings of the board shall be in typed form and filed in a permanent book of record. This book shall be open to the public for inspection at all reasonable and proper times.

(9) Quorum. A majority of the duly appointed board members shall constitute a quorum.

(10) Voting. The ayes and nays will be taken upon the passage of all board matters. All votes will be entered upon the minutes of the meeting. The act of a majority of members, at which a quorum is present, will be the official act of the board.

(11) Committees. (a) The board shall establish committees to review certain matters under consideration by the board.

(b) The director of leisure services shall always act as an ex-officio member of all committees. (1979 Code, § 1-1202, as replaced by Ord. #96-16, Sept. 1996, amended by Ord. #03-19, Oct. 2003, replaced by

Ord. #08-08, June 2008, and amended by Ord. #09-23, Dec. 2009, and Ord. #14-06, March 2014)

**2-103. [Deleted.]** (1979 Code, § 1-1203, as replaced by Ord. #96-16, Sept. 1996, and deleted by Ord. #08-08, June 2008)

**2-104. [Deleted.]** (1979 Code, § 1-1204, as replaced by Ord. #96-16, Sept. 1996, and deleted by Ord. #08-08, June 2008)

**2-105. Rules and regulations.** (1) Definitions. For the purpose of this section the following terms, phrases, words and their derivations shall have the meaning given herein. When not inconsistent with the context, words used in the present tense include the future, words in the plural number include the singular number and words in the singular number include the plural number. The word "shall" is always mandatory and not merely directory.

(a) "City" is the City of White House, Tennessee.

(b) "Director" is the director of parks and recreation of the City of White House, the person immediately in charge of all park areas and its activities.

(c) "Park" is all city owned or operated parks, municipal centers, future swimming pools and other recreational areas.

(d) "Person" is any person, firm, partnership, association, corporation, company or organization of any kind.

(e) "Vehicle" is any wheeled conveyance, whether motor powered, animal drawn, or self propelled. The term shall include any trailer in tow of any size, kind or description. Exception is made for baby carriages and vehicles in the service of the city park.

(2) Persons invited to use city parks; park hours. (a) All persons are invited to use city parks and their facilities who will comply with the terms of this section and such rules and regulations promulgated hereunder governing the use of city parks.

(b) All city parks and future parks will be open to use by the public between the hours of 6:00 A.M. and 11:00 P.M.

(c) All ball parks shall be closed one hour after sunset until 7:00 A.M. unless ballfield lights are on and are authorized to be on by league officials and/or the city director of parks and recreation. No baseball or softball inning shall begin after 10:45 P.M., in any case.

(d) Tennis courts shall have the open hours posted at the entrance of the courts.

(e) Each recreation center complex shall have posted the open hours for its indoor and outdoor recreational facilities. No person or persons and/or vehicles will be allowed to be in the recreation center complex after closed hours. Vehicles parked in the recreation center

complex after complex is closed shall be towed away at the owners expense.

(3) Unlawful activities. It shall be unlawful relative to the following:

(a) Buildings and other property. (i) Disfiguration and removal. Willfully mark, deface, disfigure, injure, tamper with or displace or remove any buildings, bridges, tables, benches, fireplaces, railways, paving or paving materials, water lines or other public utilities or parts or appurtenances thereof, signs, notices or placecards, whether temporary or permanent, monuments, stakes, posts, or other structures or equipment, facilities or park property or appurtenances whatsoever, either real or personal.

(ii) Restrooms and washrooms. Failure to cooperate in maintaining restrooms and washrooms in a neat and sanitary condition.

(iii) Removal of natural resources. Dig or remove any soil, rock, stone, trees, shrubs or plants, down-timber or other wood or materials, or make any excavation by tool, equipment, blasting or other means or agency.

(iv) Erection of structures. Construct or erect any building or structure of whatever kind, whether permanent or temporary in character, or string any public service utility into, upon or across such lands, except upon special written permit issued hereunder.

(b) Trees, shrubbery and lawns. (i) Injury and removal. Damage, cut, carve, transplant or remove any tree or plant or injure the bark, or pick the flowers or seeds, of any tree or plant. Nor shall any person attach any rope, wire or other contrivance to any tree or plant. A person shall not dig in or otherwise disturb grass areas, or in any other way injure or impair the natural beauty or usefulness of any area.

(ii) Climbing trees, etc. Climb any tree or walk, stand or sit upon monuments, vases, fountains, railing, fences, or gun carriages or upon other property not designated or customarily used for such purposes.

(iii) Equine activities. Except with written permission of the director during special events, it is unlawful for any individual to enter the park on horseback, horse drawn carriages, wagons, etc.

(c) Wild animals, birds, etc. (i) Hunting, molesting, etc. Hunt, molest, harm, frighten, kill, trap, chase, tease, shoot, or throw missiles at any animal, reptile or bird; nor shall they remove or have in their possession the young of any wild animal, or the eggs or nest, or young of any reptile or bird; nor shall they collect,

remove, have in their possession, give away, sell or offer to sell, or buy or offer to buy, or accept as a gift any specimen alive or dead of any of the group of tree snails. Exception to the foregoing is made in that snakes known to be deadly, poisonous, such as rattle snakes, moccasins, copperheads, or other deadly reptile may be killed on sight.

(ii) Feeding. Give or offer, or attempt to give to any animal or bird any tobacco, alcohol or other known noxious substances.

(d) Sanitation. (i) Pollution of waters. Throw, discharge or otherwise place or cause to be placed in the waters of any fountain, pond or lake, stream bay or other body of water in or adjacent to any park or any tributary, stream, storm sewer, or drain flowing into such waters any substance, matter or thing, liquid or solid, which or may result in the pollution of said waters.

(ii) Refuse and trash. Have brought in or shall dump, deposit or leave any bottles, broken glass, ashes, paper, boxes, cans, dirt, rubbish, waste, garbage, or refuse or other trash. No such refuse or trash shall be placed in any waters contiguous to any park, or left any where on the grounds thereof, but shall be placed in the proper receptacles where these are provided; where receptacles are not so provided, all such rubbish or waste shall be carried away from the park by the persons responsible for its presence, and properly disposed of elsewhere.

(e) Traffic. (i) State motor vehicle laws and city traffic ordinances apply. Fail to comply with all applicable provisions of the state motor vehicle traffic laws and the traffic ordinances of the City of White House in regard to equipment and operation of vehicles together with such regulations as contained in this and other ordinances.

(ii) Obey personnel, enforcement of traffic regulations. Fail to obey all traffic officers and park employees, such persons being hereby authorized and instructed to direct traffic whenever needed and wherever needed in the parks and on the highways, streets or roads immediately adjacent thereto in accordance with the provisions of these regulations and such supplementary regulations as may be issued subsequently by the director.

(iii) Obey traffic signs. Failure to observe carefully all traffic signs indicating speed, direction, caution, stopping or parking and all others posted for proper control and to safeguard life and property.

(iv) Speed of vehicles. Ride or drive a vehicle at a rate of speed exceeding fifteen (15) miles an hour, except upon such roads as the director may designate, by posted signs, for speedier travel.

(v) Operation confined to specific areas. Drive any vehicle on any area except the paved or graveled park roads or parking areas as may on occasion be specifically designated as temporary parking areas by a park attendant.

(f) Parking. (i) Designated areas. Vehicles shall park in designated areas.

(ii) Full parking. Full-park on the road or driveway at any time.

(iii) Immovable vehicles. Leave any vehicle anywhere in the park with one or more wheels chained, or motor set in gear and doors locked, or in any manner fixed or arranged so that such vehicle cannot be readily moved by hand.

(iv) Night parking. Leave a vehicle standing or parked at night without lights clearly visible for at least one hundred (100) feet from both front and rear on any driveway or road area except legally established parking areas.

(v) Double parking. Double park any vehicle on any road or parkway unless directed by a park official.

(vi) Muffler required. Fail to use muffler adequate to deaden the sound of the engine in a motor vehicle.

(vii) Abandonment. Leave a vehicle within the boundaries of the park after park hours unless such vehicle be disabled and is reported by the driver to the director or police department. Any vehicle remaining in said park after closing hours, will be towed away and stored at the expense of the owner.

(g) Bicycles and motorcycles. (i) Confined to roads. Ride a bicycle or motorcycle on other than a paved vehicular road or designated areas by the director.

(ii) Operation generally. Ride a bicycle or motorcycle other than on the right-hand side of the road paving as close as conditions permit, and bicycles and motorcycles shall be kept in single file when two (2) or more are operating as a group. Bicyclists and motorcyclists shall, at all times, operate their machines with reasonable regard to the safety of others, signal all turns, pass to the right of any vehicle that are overtaking and pass to the right of any vehicle that may be meeting. No motorcycles shall be operated in the park unless equipped with a properly functioning muffler adequate to suppress motor noise to a comfortable level of sound.

(iii) Rider prohibited. Ride any other person on a bicycle.

(iv) Designated racks. Leave a bicycle in a place other than a bicycle rack when such is provided and there is a space available.

(v) Immobile. Leave a bicycle or motorcycle lying on the ground or pavement, or set against trees, or in any place or position where other persons may trip over or be injured by them.

(h) Recreational activities. (i) Swimming, etc. Swim, bathe, or wade in any water or waterways in or adjacent to such park, except a future swimming pool.

(ii) Hunting and firearms. Hunt, trap or pursue wildlife at anytime. No person shall use, carry or possess firearms of any description or air-rifles, springguns, bow-and-arrows, slings or any other form of weapon potentially dangerous to wildlife and human safety, or any kind of trapping device. Shooting into park areas from beyond park boundaries.

(i) Picnic areas. (i) Generally. Picnic or lunch in a place other than those designated for that purpose. Attendants shall have the authority to assign activities in such areas when necessary to prevent congestion and to secure the maximum use for the comfort and convenience of all. Visitors shall comply with any directions given to achieve this end.

(ii) Availability. Violate the regulation that use of the individual fireplaces together with tables and benches follows generally the rule of "first come, first serve" unless otherwise reserved.

(iii) Use of any portion of the picnic areas or any of the buildings or structures therein for the purpose of holding picnics to the exclusion of other persons, nor shall any person use such area and facilities for an unreasonable amount of time if the facilities are crowded.

(iv) Duty of picnicker. Leave a picnic area before the fire is completely extinguished and before all trash in the nature of boxes, papers, cans, bottles, garbage and other refuse is placed in the disposable receptacles where provided. If no such receptacles are available, then refuse and trash shall be carried away from the park area by the picnicker to be properly disposed of elsewhere.

(j) Camping. Except where specifically set out by below, to set up tents, shacks or any other temporary shelter for the purpose of overnight camping, nor shall any person leave in a park after closing hours any movable structure or special vehicle to be used or could be used for such purpose, such as house trailer, camp trailer, camp wagon or the like. Overnight "pup tent" camping by organized groups sponsored by recognized youth agencies is permissible by special permit of the director.

(k) Games. Take part in or abet playing of any games involving thrown or otherwise propelled objects such as balls, stones, arrows, javelins or model airplanes except in areas set apart for such forms of recreation. The playing of rough or comparatively dangerous games such

as baseball is prohibited except on the fields and courts or areas provided therefor.

(i) Golf. For any person to play, practice or otherwise engage in the game of golf within the confines of any park of the city, except those parks specifically designated by the director as a golf course.

(l) Off-road vehicles. Drive an all-terrain vehicle (ATV), motor cross motorcycle, go-cart, or any other off-road vehicle on any park lands or city property.

(4) Certain behavior declared unlawful. (a) Intoxicating beverages.

(i) Prohibition. Bring controlled substances and/or alcoholic beverages into the park or to drink alcoholic beverages at any time in the park.

(ii) Drunkeness. Have entered the park while under the influence of controlled substances and/or intoxicating beverages, or be under the influence of controlled substances and/or intoxicating liquor while within the park.

(b) Fireworks and explosives. Bring, or have in their possession, or set off or otherwise cause to explode or discharge or burn any firecrackers, torpedo, rocket or other fireworks or explosives of inflammable material, or discharge them or throw them into any such area from land or highway adjacent thereto. This prohibition includes any substance, compound mixture or article that in conjunction with any other substance or compound would be dangerous from any of the foregoing standpoints. An exception is made regarding special events such as Fourth of July celebrations, etc.

(c) Domestic animals. Have been responsible for the entry of a dog or other domestic animal into areas other than automobile parking concourses and walks immediately adjacent thereto, and in such other areas as may be clearly marked by signs bearing the words "Domestic Animals Permitted in this Area". Nothing herein shall be construed as permitting the running of dogs at large. All dogs in those areas where such animals permitted shall be restrained at all times on adequate leashes not greater than five (5) feet in length. Any pet found at large may be seized and impounded by the city and Sumner County Humane Society.

(d) Reservation of facilities. Occupy any seat or bench, or enter into or loiter or remain in any pavilion or other park structure or section thereof which may be reserved and designated for the use of the opposite sex. Exception is made for children under six (6) years of age.

(e) Dress. Appear at any place other than proper clothing.

(f) Fires. Build or attempt to build a fire except in such areas as under such regulations as may be designated by the director. No person shall drop, throw or otherwise scatter lighted matches, burning



cigarettes or cigars, tobacco paper or other inflammable material within any park area or on any highway, road or street abutting or contiguous thereto.

(g) Alms. Solicit alms or contributions for any purpose, whether public or private.

(h) Closed areas. Enter an area posted as "Closed to the Public", nor shall any person use or abet the use of any area in violation of posted notices.

(i) Games of chance. Gamble or participate in or abet in any game of chance.

(j) Going onto ice. Go onto ice on any water in or adjacent to any park.

(k) Loitering and boisterousness. Sleep or protractedly lounge on the seats or benches, or other areas, or engage in loud, boisterous, threatening, abusive, insulting or indecent language or engage in any disorderly conduct or behavior tending to be a breach to the public peace.

(l) Interference with permittees. Disturb or interfere unreasonably with any person or party occupying any area or participating in any activity under the authority of a permit.

(m) Skateboards. No skateboards shall be permitted within the confines of any park.

(n) Smoking of tobacco products. Smoking of any tobacco product within the confines of the Dewey Whitson Municipal Stadium shall be prohibited.

(5) Merchandising, advertising and signs.

(a) Vending and peddling. Expose to offer for sale any article or thing, nor shall they station or place any stand, cart or vehicle for the transportation, sale or display of any such article or thing. Exception is here made to regularly licensed concessionaire acting by and under the authority and regulation of the director, and those conducting activities under a permit where such permit permits the sale of articles or things. The exception under the permit shall only be granted to those activities which are charitable in purpose.

(b) Advertising. Announce, advertise or call the public attention in any way to any article or service for sale or hire.

(c) Signs. Paste, glue, tack or otherwise post any sign, placard, advertisement or inscription whatever, nor shall any person erect or cause to be erected any sign whatever on any public lands or highways or roads adjacent to a city park without permit from the director.

(d) Banners. Event banners may only be displayed when a special use permit is obtained and approved by the director of parks and recreation. Permits will only be issued for qualifying events such as those organized by White House civic clubs, bona fide charitable organizations and those organized by the parks department. Approved banner signs

shall be no longer than sixteen (16) square feet and installed no sooner than fourteen (14) days prior to the event. Placement of the banners on park property shall be coordinated with the parks office upon issuance of the special use permit. No more than two (2) signs will be permitted at any one (1) time and they must be separated by at least twenty-five feet (25').

(6) Park operating policy. (a) Closed areas. Any section of a city park may be declared closed to the public by the director at anytime and for any interval of time, either temporarily or at regular and stated intervals (daily or otherwise) and either entirely or merely to certain uses as the director shall find reasonably necessary.

(b) Lost and found articles. The finding of lost articles by park attendants shall be reported to the director who shall make every reasonable effort to locate the owners. The director shall make every reasonable effort to find articles reported as lost.

(c) Permit. A permit shall be obtained from the director before participating in the following park activities: Overnight camping by organized groups under the sponsorship of youth development agencies; sale of articles or things by a permittee for a charitable purpose.

(i) Application. A person seeking issuance of a permit hereunder shall file an application with the appropriate director. The application shall state:

(A) The name and address of the applicant.

(B) The name and address of the person, persons, corporation or association sponsoring the activity, if any.

(C) The day and hours for which the permit is desired.

(D) The park or portion thereof for which such permit is desired.

(E) An estimate of the anticipated attendance.

(F) Any other information which the director shall find reasonably necessary to a fair determination as to whether a permit should be issued hereunder.

(ii) Standards of issuance. The director shall issue a permit hereunder when he finds:

(A) That the proposed activity or use of the park will not unreasonably interfere with or detract from the general public enjoyment of the park.

(B) That the proposed activity and use will not unreasonably interfere with or detract from the promotion of public health, welfare, safety and recreation.

(C) That the proposed activity or use is not unreasonably anticipated to incite violence, crime or disorderly conduct.

(D) That the proposed activity will not entail unusual, extraordinary or burdensome expense or police operation by the city.

(E) That the facilities desired have not been reserved for other use at the day and hour required in the application.

(iii) Effect of permit. A permittee shall be bound by all park rules and regulations and all applicable ordinances fully as though the same were inserted in said permits.

(iv) Liability of permittee. The person or persons to whom a permit is issued shall be liable for any loss, damage or injury sustained by any person whatever by reason of negligence of the person or persons to whom such permit shall have been issued. The director is hereby authorized to require liability insurance from the person or persons to whom such permit is issued upon his own discretion.

(v) Revocation. The director shall have the power to revoke a permit upon a finding of violation of any rule or ordinance, or upon good cause shown.

(7) Additional rules and regulations. The director shall have the authority to promulgate such rules and regulations as may be necessary to carry out the provisions of this section and to assure an impartial, fair and safe use and enjoyment of city parks by those persons lawfully using the parks. The director shall have the authority to schedule the use of all parks and recreation facilities under this section. Regulations pertaining to specific activities shall be displayed in a prominent and public location at the point of the activity controlled. Rules and regulations adopted in accordance to this section shall have the same force and effect as if copies herein verbatim. (1979 Code, § 1-1205, modified, as amended by Ord. #07-27, Aug. 2007, Ord. #08-17, Aug. 2008, Ord. #08-24, Dec. 2008, and Ord. #11-05, March 2011)

**2-106. Enforcement.** (1) Officials. The director and park attendants shall, in connection with their duties imposed by law, diligently enforce the provisions of this section.

(2) Ejectment. The director, park attendants and police officers shall have the authority to eject from the parks any person whose action is in violation of this section.

(3) Citations. Only police officers shall in connection with their duties impose citations to person or persons in violation of this section if such violation calls for a citation. (1979 Code, § 1-1206, as amended by Ord. #97-14, Nov. 1997, and Ord. #15-07, May 2015)

**2-107. Sports operating procedures. (1) Allocation of facilities.**

(a) White House residents shall have priority for all programs and use of facilities.

(b) In the event of facility limitation, as determined by staff, the following priority system will be utilized:

- (i) High school sports have first priority;
- (ii) Recreation youth programs have second priority;
- (iii) Recreation adults have third priority;
- (iv) Other schedule conflicts shall be resolved by parks and recreation staff.

(2) Composition of leagues. (a) All leagues are to be composed of a majority of White House residents. The term resident is anyone residing within the corporate limits of the City of White House.

(b) Church teams of churches located in the City of White House are exempt from the majority rule. However, all team members must belong to the church that they are representing.

(c) Businesses within the City of White House that pay real estate taxes to the municipality are exempt from the majority rule. Members must be employed by the business located within the city and not be a business which has the same name, e.g. McDonalds, Osh Kosh, Amoco, etc.

(d) Teams not meeting the majority rule are still eligible to participate by paying the non-resident fee assessed by the board of mayor and alderman, but only when league space is available.

(3) Submission of program proposals. (a) All program proposals must be submitted to the parks and recreation department sixty (60) days prior to the first day of program activities. Program evaluations must be received within sixty (60) days of conclusion of program.

(i) The parks and recreation department reserves the right to approve or disapprove a program presented to it, which is inconsistent with the best interest of the citizens of White House. Program information shall consist of a minimum:

- (A) Schedule of event and operation.
- (B) Financial disclosure of all sources of income and expected expenditures.
- (C) Complete listing of board of directors and other responsible leaders.
- (D) The rules and regulations governing the proposed program.
- (E) Statement from authorized insurance carrier attesting to appropriate liability and accident insurance for all participants, coaches, and administrators. One million dollars minimum liability insurance must be carried.

(4) Specific responsibilities. (a) The city will provide:

- (i) Facilities and general maintenance of facilities.
- (ii) Future facility planning, acquisition, and construction as projected and defined by the user within the parameter of established priorities and available resources.
- (iii) Aid and assist in providing information to the public.
- (iv) Upon request conduct registration for each program.
- (b) The organization's responsibilities will be:
  - (i) Provide own financial income.
  - (ii) Provide own logistical service such as officiating, scheduling, team selection, utility costs and site preparation, etc.
  - (iii) It is mandatory that all head coaches of sport programs be certified through an approved coaches' certification program prior to league play.
  - (iv) Provide the city schedules of games and practices and makeup dates fourteen (14) days prior to beginning of season. This includes all tournament dates and sites. Failure to do so will affect approval for future use of facilities.
  - (v) Develop and maintain a financial report and rules of operation that are consistent with the development of sports programs.
  - (vi) Make projections for facility usage for future planning.
  - (vii) Provide information to the city for information clearinghouse.
  - (viii) Provide adequate liability and accident insurance (\$1,000,000.00 minimum) for participants and the organization as well as providing a properly executed hold harmless agreement for the city.
  - (ix) The organization must present its financial books and records to the city's parks and recreation director within thirty (30) days after the completion of the program for auditing.
  - (x) Should the city not be requested to register the participants, the organization shall provide the city with a complete list of registrants and their addresses as well as collect all non-resident fees from non-residents and forward to the city within ten (10) days after the last registration date.
  - (xi) To maintain proper care of equipment provided by the city and to maintain cleanliness of parks and facilities.
  - (xii) To cancel all outdoor practices and/or games when the heat index at the location of the activity is in excess of one hundred four degrees Fahrenheit (104° F)
- (5) Registration fees of the organization will be based on the direct operating expenses of the program and must be approved by the parks and recreation director.

(6) The park and recreation department may temporarily suspend any portion of § 2-107 when it deems the enforcement is not in the best interest of the city.

(7) Any variance to this § 2-107 must be recommended by the parks and recreation board and/or parks and recreation director to the board of mayor and aldermen for approval. (as amended by Ord. #11-12, Oct. 2011)

**2-108. Code of conduct.** (1) Organizations that are run independently, but operate on city facilities, are considered co-sponsored and will be subject to disciplinary action for any misconduct violations in their respective organizations. The White House Parks and Recreation Department will review these on a case by case basis. These rules and codes of conduct apply to all league commissioners, coaches, participants and spectators. These rules are in effect before, during and after activities or events which are conducted on city facilities, and all persons must adhere to them. All co-sponsored organizations are required to administer and adhere to the code of conduct, and to report violations to the White House Parks and Recreation Department.

(2) Procedures/appeals. (a) When an incident occurs at any White House Parks and Recreation facility, White House Parks and Recreation officials have the authority to institute immediate suspensions. White House Parks and Recreation officials will direct the offending individual(s) to leave the facility. If the offending individual(s) refuses to leave the premises, the White House Police Department will be contacted immediately to enforce the ruling.

(i) Officials. Officials shall include but not be limited to referees, umpires, White House Parks and Recreation staff, co-sponsored organization representatives designated by the White House Parks and Recreation Department, and school administrators.

(b) All suspensions, ejections, and violations of the code of conduct must be received by the White House Parks and Recreation Department, in writing, from an official present at the incident by the following business day. All submissions will be reviewed by the White House Parks and Recreation Department to determine if a violation of the code of conduct has occurred.

(c) An attempt will be made to contact individual(s) removed from the facility in this manner by registered letter stating the violation of policy and the penalty in effect. The individual(s) will then have seven (7) days from receipt of the letter to respond to White House Parks and Recreation with a written appeal.

(d) If a written appeal is received, an investigation will be conducted and White House Parks and Recreation will render a final decision within ten (10) working days from receipt of the appeal.

(e) During the investigation, the individual(s) will be suspended from all White House Parks and Recreation activities/events/facilities. Individual(s) requesting the appeal may be asked to appear before an appeal review committee led by the White House Parks and Recreation Director. The decision of the director will be final.

(3) Offense and penalty. Suspensions will be tracked and monitored. Individuals who have been suspended will be immediately placed on probationary status for a period of one (1) year from the date of the offense. A second offense by the same individual within one (1) year, regardless of nature, will result in double the term of the penalty and an extension of probationary period from the date of the second offense. A third violation by the same individual within one (1) year, regardless of nature, will be void all White House Parks and Recreation privileges indefinitely. Failure to comply with these guidelines will result in legal action.

Conduct that is a violation of Tennessee Statutes of Law or the City of White House Municipal Ordinances will be reported to the White House Police Department. Consequences of violation of state statutes or city ordinances are separate from and in addition to the consequences of violation of the City of White House Parks and Recreation Code of Conduct.

(a) Level 1 - Standard. (i) Offense. Failure to follow departmental established guidelines, rules, policies and procedures as applicable to related programming; failure to comply with a White House Parks and Recreation official's decision; taunting/mocking/harassment of players; disgruntled expressions such as rude gestures or comments, screaming and loudly disagreeing with others or obscene/profane/vulgar language; throwing/kicking/striking of bats, balls and other miscellaneous equipment; unnecessary roughness among participants.

(ii) Penalty. A warning may be given according to the severity of the offense; otherwise immediate ejection and removal from the premises and a minimum ten (10) day suspension.

(b) Level 2 - Verbal. (i) Offense. Malicious, obscene/profane/vulgar verbal abuse directed towards another individual; verbal epithets related to race, color, religion, creed, gender or sexual orientation; verbal communication of threats, physical violence or acts of insulting another with the intention to offend, defame or embarrass.

(ii) Penalty. A warning may be given according to the severity of the offense; otherwise immediate ejection and removal from the premises and a minimum thirty (30) day suspension.

(c) Level 3 - Physical. (i) Offense. Physical aggression towards another; pushing, shoving, striking or touching another individual with the perceived intent to incite, inflict or cause harm; invading another individual's personal space during a dispute.

(ii) Penalty. Not necessarily preceded by a warning; immediate ejection and removal from the premises and a minimum one hundred eighty (180) day suspension.

(d) Level 4 - Unlawful. (i) Offense. Any violation of Tennessee law; possession of firearms without a license, knives, explosive devices or weapons or under the influence of alcohol, narcotics, controlled substances, chemical or drug paraphernalia; assault with or without a weapon.

(ii) Penalty. The White House Police Department must be contacted immediately. The White House Parks and Recreation Department will issue a minimum one (1) year suspension. (as added by Ord. #11-06, April 2011)



## CHAPTER 2

### LIBRARY BOARD

#### SECTION

- 2-201. Created, membership, terms, vacancies.
- 2-202. Organization, by-laws, rules and regulations.
- 2-203. Function.
- 2-204. Power to appoint personnel.
- 2-205. Budget, etc.
- 2-206. Reports to board of mayor and aldermen.
- 2-207. Evaluation of the librarian.
- 2-208. Library free to inhabitants—extension of privileges to nonresidents.
- 2-209. Penalties for loss of or injury to library property.
- 2-210. Schedule of fines, services, and damages.

**2-201. Created, membership, terms, vacancies.** There is hereby established a library board. This board shall consist of seven (7) persons serving without pay who shall be appointed by the mayor and board of aldermen. The board shall be composed of the mayor or his designee and six (6) citizens, four (4) of whom shall be residents of the city. Not more than five (5) of said members shall be of the same sex. The terms of office for the six (6) citizens shall be on staggered terms with the first board being composed of two (2) citizens appointed for a one (1) year term, two (2) citizens appointed for two (2) year terms, and two (2) citizens appointed for three (3) year terms, and their successors for three (3) year terms. Vacancies in such board occurring otherwise than by expiration of their term shall be filled by the mayor for the unexpired term. (1979 Code, § 1-1301, as amended by Ord. 99-08, June 1999, Ord. #08-10, June 2008, and Ord. #14-14, July 2014)

**2-202. Organization, by-laws, rules and regulations.** Immediately after their appointment, they shall meet and organize by electing one of their members as chairman and such other officers as may be necessary. The chairman shall be appointed annually by a majority vote of the board at its July meeting. The board shall meet bi-monthly and set the time of the meetings for the evening. The board shall have the power to adopt by-laws, rules and regulations, for the proper organization of the public library for the city. (1979 Code, § 1-1302, as amended by Ord. #08-10, June 2008, and Ord. #10-09, June 2010)

**2-203. Function.** The library board has the power to direct all the affairs of the public library. It shall provide the state library agencies such statistics and information as may be required from time to time. (1979 Code,

§ 1-1303, as amended by Ord. #06-20, June 2006, Ord. #09-07, June 2009, and Ord. #14-14, July 2014)

**2-204. Power to appoint personnel.** The library board shall have the power to appoint or designate someone to act as librarian who shall direct the internal affairs of the library and such assistants or employees as may be necessary. (1979 Code, § 1-1304, as amended by Ord. #14-14, July 2014)

**2-205. Budget, etc.** Annually, the library board shall submit a budget to the mayor and the board of aldermen for its approval. The board may also solicit or receive any bequests of money or other personal property or any donations to be applied, principal or income for library or museum purposes. (1979 Code, § 1-1305, as amended by Ord. #06-20, June 2006)

**2-206. Reports to the board of mayor and aldermen.** The library board shall make full and complete monthly reports to the board of mayor and aldermen of the city and all other reports from time to time as requested. (1979 Code, § 1-1306, as amended by Ord. #14-14, July 2014)

**2-207. Evaluation of the librarian.** (1) The library board will initiate and conduct an annual performance evaluation of the White House Librarian; and

(2) This annual performance evaluation will be forwarded to the city administrator, so that it may be used for possible future pay increases. (as added by Ord. #05-04, May 2005)

**2-208. Library free to inhabitants—extension of privileges to nonresidents.**<sup>1</sup> The City of White House Library shall be free to inhabitants. The library board may extend the privileges and facilities of the library to persons residing outside the county or city upon such terms as it may deem proper. The library board may recommend to the board of mayor and aldermen a non-resident fee. Upon approval, by ordinance, from the board of mayor and aldermen the librarian shall collect such fee. (as added by Ord. #15-25, Dec. 2015)

**2-209. Penalties for loss of or injury to library property.** The library board may make policy providing penalties for loss of or injury to library property. Nothing in this chapter shall be construed to prohibit the library board from making recommendations to the board of mayor and aldermen for charging library users a reasonable fine for lat-returned library materials and

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<sup>1</sup>State law reference

Tennessee Code Annotated, §§ 10-3-107 and 10-3-108.

charging for special services including, but not limited to, the loan of equipment, the use of photocopiers, and the use of facilities. (as added by Ord. #15-25, Dec. 2015)

**2-210. Schedule of fines, services, and damages.** (1) Individuals inside or outside the building may be held liable for any damage/vandalism that the said individual(s) causes. Upon determination of the cost of repairs to the damages area/item, the library director has the right to add said cost to the individual's library card or file a vandalism report with the White House Police Department for large expenses. If the individual does not have a library card, the individual will be banned from the library, and the library director and library board will decide whether to pursue additional charges.

(2) The library director has the right to charge the individual(s) who checked out the study room the cost of any damages/vandalism that occurs while checked out to the individual(s).

(3) Schedule of fines and services.

Overdue books, audios, music CDs, magazines, plush sets	\$0.10 per day
Overdue DVDs and tech devices	\$1.00 per day
Book drop charge for tech devices and bagged items	\$1.00 per occurrence/per items
Computer print outs	\$0.20 per page (black and white) \$0.50 per page (color)
Faxes	\$1.00 per page
Replacement card	\$1.00 per card
Non-resident fee, adult (17 years of age and older)	\$10.00 annually
Non-resident fee, child (16 years of age and under)	\$5.00 annually
3 month temporary card for out-of-state resident	\$15.00
6 month temporary card for out-of-state resident	\$25.00
Lost item	Varies, based on cost of item
Damages	Varies, based on cost of repairs

(as added by Ord. #16-04, Feb. 2016)

**CHAPTER 3<sup>1</sup>**

**CEMETERY BOARD OF TRUSTEES**

**CHAPTER**

- 2-301. Board established.
- 2-302. Membership.
- 2-303. Duty of board to invest all money received.
- 2-304. Investments to be made in accordance with city's municipal code.
- 2-305. Money to be deposited with the city treasurer.
- 2-306. Schedule of fees; etc.
- 2-307. Misdemeanor; exceptions.
- 2-308. Violation.

**2-301. Board established.** There is hereby established a cemetery board of trustees, which board shall direct the management and control of the affairs of the Hillcrest Cemetery and shall enforce the rules and regulations provided for by this chapter and for the enforcement of this chapter. (as added by Ord. #02-08, April 2002)

**2-302. Membership.** The cemetery board of trustees shall be composed of five members, one shall be the city treasurer, the remaining board shall be appointed by the mayor and shall serve three (3) year terms. (as added by Ord. #02-08, April 2002)

**2-303. Duty of board to invest all money received.** It shall be the duty of the cemetery board of trustees to invest all sums of money received from the sale of lots and to take and hold any property, real or personal, bequeathed or given upon trust, and apply the income thereof for the improvement or embellishment of such cemetery, or the erection or preservation of any buildings or structures, fences or walks erected or to be erected upon the cemeteries of such city, or for the repair, preservation, erection or renewal of any tomb, monument, grave stone, fence railing or other erection at or around any cemetery lot or plat or for planting and cultivating trees, shrubs, flowers or plants in or around such lot or plat, or for improving or embellishing such cemetery in any other manner or form consistent with the design and purpose of such city or according to the terms of any grant devise or bequest. Responsibility for day to day management and operation of the cemetery shall be assigned to the city department considered most appropriate by the city administrator. (as added by Ord. #02-08, April 2002, and amended by Ord. #03-20, Nov. 2003)

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<sup>1</sup>The original chapter 3 was deleted by Ord. #96-16, Sept. 1996.

**2-304. Investments to be made in accordance with city's municipal code.** All investments of cemetery funds shall be made in accordance with the City of White House Municipal Code. (as added by Ord. #02-08, April 2002)

**2-305. Money to be deposited with the city treasurer.** All sums of money received or obtained in the manner herein provided shall be deposited with the city treasurer and shall be kept separate and apart in a fund known as the cemetery fund and shall be paid out in accordance with the city's approved purchasing policies and procedures. (as added by Ord. #02-08, April 2002, and amended by Ord. #15-17, Aug. 2015)

**2-306. Schedule of fees, etc.** (1) The city shall establish by resolution a schedule of fees for the sale of lots, for openings and closings, for the placement of cremains, for the setting of stones, and for any related activities or services.

(2) For each lot sale, fifty percent (50%) of the proceeds shall be deposited in the cemetery endowment fund.

(3) A cemetery lot must be paid for in full before interment. (as added by Ord. #02-08, April 2002, as amended by Ord. #07-13, May 2007)

**2-307. Misdemeanor; exceptions.** (1) Every person is guilty of a gross misdemeanor who unlawfully or without right willfully does any of the following:

(a) Destroys, cuts, mutilates, effaces, or otherwise injures, tears down or removes, any tomb, plot monument, memorial or marker in a cemetery, or any gate, door, fence, wall, post or railing, or any enclosure for the protection of a cemetery or any property in a cemetery.

(b) Destroys, cuts, breaks, removes or injures any building, statuary, ornamentation, tree, shrub, flower or plant within the limits of a cemetery.

(c) Disturbs, obstructs, detains or interferes with any person carrying or accompanying human remains to a cemetery or funeral establishment, or engaged in a funeral service or an interment.

(2) Exceptions. This provision above does not apply to the removal or unavoidable breakage or injury, of anything placed in or upon any portion of its cemetery by or with the consent of the cemetery authority which has become in a wrecked, unsightly or dilapidated condition. (as added by Ord. #02-08, April 2002)

**2-308. Violation.** Any person violating any of the provisions of this chapter or the rules and regulations thereof, where no penalty is provided, shall upon being convicted thereof, be fined in a sum not to exceed the sum of \$100.00, together with costs of prosecution. (as added by Ord. #02-08, April 2002)

**CHAPTER 4**

**[DELETED]**

(as added by Ord. #08-09, June 2008, and deleted by Ord. #12-16, Oct. 2012)

## CHAPTER 5

### MUSEUM/VISITOR CENTER BOARD

#### SECTION

2-501. Board established, membership, terms, appointments and vacancies.

2-502. Powers and duties of the board.

2-503. Budget, etc.

**2-501. Board established, membership, terms, appointments and vacancies.** There is hereby established a museum/visitor center board herein after called "the board." The board shall consist of five (5) members who shall serve without compensation and who shall be appointed by the mayor or his/her designee. The board shall be composed of one (1) alderman and four (4) citizens who are residents of the City of White House, appointed by the mayor. The term of office for the four (4) citizens shall be staggered three (3) years or until their successors are appointed. The appointed alderman shall serve until the expiration of his/her elected term. Vacancies in such board shall be filled by the mayor for the unexpired term. (as added by Ord. #09-06, June 2009, and amended by Ord. #15-06, April 2015)

**2-502. Powers and duties of the board.** (1) The board is to act as a recommending body to the direction of the city's museum/visitor center activities and services.

(2) The board shall be an advisory body responsible for providing guidelines and direction in meeting the historic; tourism; museum displays; collecting, and archiving historic documents and materials related to the history of the City of White House.

(3) The museum and visitor center board shall organize by electing a chairman, vice-chairman and other officers as necessary. Duties of the officers are as follows:

(a) Chairman. The chairman shall preside at all meetings of the board and shall call special meetings of the board. The chairman shall vote on all matters coming before the board.

(b) Vice-chairman. The vice-chairman shall preside over any meeting in which the chairman is not present.

(4) **Board meetings.** (a) The board will meet regularly on a quarterly basis. The day shall be set by the board. The time shall be set in the evening.

(b) All regular and special called meetings shall be open to the public and will be announced in a publication of general circulation within the city.

(c) Minutes of the board meetings shall be available for review during regular business hours at the White House Library.

(d) The library director and appropriate staff will be presented at all meetings of the board.

(5) Minutes. All proceedings of the board shall be typed and filed in a permanent book of record. This book shall be open to the public for inspection during the library's regular business hours.

(6) Quorum. A majority of the duly appointed board members shall constitute a quorum.

(7) Voting. The ayes and nays will be taken upon the passage of all board matters. All votes will be entered in the minutes of the meeting. The act of a majority of members, at which a quorum is present, will be the official act of the board. (as added by Ord. #09-06, June 2009, and amended by Ord. #15-06, April 2015)

**2-503. Budget, etc.** The board shall make annual budgetary recommendations to the library director to be presented to the board of mayor and aldermen. The board may also solicit or receive any bequests of money or other personal property or any donations to be applied, principal or income for museum purposes. (as added by Ord. #09-06, June 2009, and replaced by Ord. #15-06, April 2015)