



TOWN OF THOMPSON'S STATION PARK RULES & PROCEDURES

In order to keep our Parks safe and pleasant for all users, the following Park Rules & Procedures apply to all Parks within the Town:

1. With exception to the Town of Thompson's Station Community Center, hours of use are Dawn to Dusk, unless approved by the Parks and Recreation Advisory Board through an Event Permit or by the BOMA through a Special Event Permit.
2. All dogs shall be leashed, except within the fenced areas at the Dog Park. Dogs shall always be under the control of their owner/caretaker. All dog waste shall be cleaned up by the owner/caretaker.
3. Adult supervision is required for all minor children.
4. The following are strictly prohibited:
 - a. The consumption, possession, or usage of alcohol
 - b. Smoking, including vaping
 - c. The use of personal fireworks and/or sparklers
 - d. Weapons (except as permitted per Tennessee Code Annotated §39-17-1311)
 - e. Glass containers
 - f. Harvesting firewood and/or cutting/removal of any trees and vegetation.
 - g. Fires, except for the grills provided in Sarah Benson Park
 - h. Littering and/or dumping
 - i. Signs/bills, including political signs
 - j. Hunting
 - k. Removal of cultural/historic artifacts. This includes a prohibition of metal detecting, unless associated with a Town approved archeological/historic investigation; an approved educational program/class; a state sponsored archeological/historical; or request by law enforcement.
 - l. Unauthorized motorized vehicles, including drones
 - m. Camping/Overnight Parking



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- n. Commercial/For-profit activities, unless approve by the Parks Board in advance
 - o. External equipment (bouncy house, tents, trailers, port-a-potties, etc.) unless approved as part of an Event or Special Permit.
5. Certain park facilities may be rented throughout the year with the approval of Town Staff. Facility rental occupancy limits shall be determined by Staff, considering parking, access, and seating. Facilities rental are for the specific pavilion/building only. All fields, playgrounds, and restrooms are for the general use of park goers. Facility rentals may be reserved through the Town's website.
6. Special events within Town Parks shall require a Parks Event Permit in accordance with the following:
- a. Park Event Permits may be requested when an applicant wishes to use a Town Park for a public or private event. Events may include large picnics, corporate outings, community festivals, or similar applications. Permit applications for events up to 100 estimated participants shall be reviewed by staff and approved by the Parks and Recreation Advisory Board. For larger events, and events open for public participation, event permits shall additionally be reviewed and approved by BOMA. Applications for school-sponsored events and recurring events previously approved may be approved by the Parks and Recreation Advisory Board, at Staff's discretion.
 - b. Park Event Permit applications should include the date and times of the event, including set-up and tear-down; contact information for pre-event information, event day point-of-contact, and post-event contacts; a Certificate of Insurance; Event Site Plan, Parking and Access Plan; plans for garbage disposal; list of facilities, utilities, and fields requested for use; vendor information for food trucks, retailers, and portable restrooms. Applicants shall attend the Board meeting to present their event to the Board and answer any questions that the Board may have. The Board may add conditions or restrictions to any Event Permit, as deemed reasonably necessary by the Board.



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- c. Park Event Permits may include the sole use of facilities and fields, at the discretion of the Board, following the Town approval process. When a facility or field is to be used solely by the permit holder, the application should include a detailed justification for the use of each facility and field.
- d. Applications for Park Event Permits shall be submitted to Staff for review no later than 120 days prior to the event to ensure sufficient time for the planning and approval process.
- e. For Thompson's Station Community Center (TSCC) rentals with fewer than 100 people, and requiring no further approval below, Staff may approve events through the Town's Facility Rental site. Events of 100 persons or greater utilizing the TSCC shall require review and approval by the Parks Board as part of the Permit submission. Applicants shall attend the Parks Board meeting to present their event to the Board and answer any questions that the Board may have. The Parks Board may add conditions or restrictions to any Event Permit, as deemed reasonably necessary by the Board.
- f. Fees (governmental & school groups waived from all Park Event fees):
 - i. Events 0-150 people: No fee
 - ii. Events 150+ people: \$300
 - iii. Community Center use: \$250 + \$50 per hour after two (2) hours of reservation

*The Parks Board may waive usage fees for any non-profit group utilizing the TSCC who have agreed to provide volunteer service to the Town

In addition to the General Rules & Procedures, the following park-specific rules & procedures apply:

Town of Thompson's Station Community Center Specific Rules:

- TSCC1. Hours of use shall be expressed on the Parks Event Permit, including preparation and clean-up times.



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- TSCC2. Patrons should use only the main entrance unless otherwise approved by Town Staff.
- TSCC3. Posted Occupancy Calculations shall be honored. Town Staff may adjust occupancy rate based on event type and seating configurations.
- TSCC4. Food and beverages may be served at events utilizing the TSCC, however, no on-site cooking shall be permitted. Food prepared off-site or requiring no heating that could produce grease-laden vapors may be allowed. Warming pans with small heating elements shall be permitted. The consumption, possession, or usage of alcohol shall be permitted with approval by BOMA through a Special Event Permit.
- TSCC5. Small decorative candles are allowed, but wax-less candles or a ground cover must be used to prevent dripping wax. Large bucket-candles, tiki torches, or any flames larger than 1-½ inches are prohibited.
- TSCC6. Decorative materials and signage shall not be stapled, taped or attached to any structures, walls, windows or doors in, around and adjacent to the community center building.
- TSCC7. 15 tables and 125 chairs are provided in the TSCC for event usage. Tables and chairs shall be cleaned and placed on the appropriate storage carts prior to event permit holders leaving the TSCC. Any extra tables and chairs used shall be provided by the event permit holder and shall be removed from the TSCC at the end of the event.
- TSCC8. “Leave it better than you found it.” All trash, decorations and other items brought in by the reserving party must be removed from the building. The permit holder is responsible for removing all equipment, decorations, supplies, and trash left by the event. Food waste and other related items must be properly bagged and disposed of by the user. An additional cleaning fee of \$250 may be assessed upon inspection of



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facilities and rental evaluations may be performed to determine future rental approvals.

TSCC9. Town Staff shall have rights to enter and/or monitor the event by on-site cameras. Town Staff have the authority to stop unsafe, destructive, or illegal activity, and terminate the reservation in the event that policies and rules are violated.

TSCCR1 RESERVATIONS:

- a) Reservations may be made up to 12 months in advance, with a non-refundable deposit of \$150. The balance is to be paid at least three business days prior to the event.
- b) All reservations must be for a minimum of two hours and in one-hour increments. Any partial hour of facility use will be charged at the full-hour rate. Set-up, break-down and clean-up time must be included in the reservation rental period.
- c) For recurring events (regularly scheduled meetings), permits can be approved for up to a 6-month period.
- d) Reservation holders may be required to provide security at their expense for events that may be deemed by staff to be a safety concern. All security plans must be approved by BOMA.
- e) Additional fees may be required for events that involve the following:
 - i. independent athletic leagues
 - ii. invitational tournaments
 - iii. commercial activities
 - iv. Park Board approved fundraising activities
- f) Permits to use a facility for a fundraising event may be requested at least 60 days in advance by the following:
 - i. organizations with a permit from the Tennessee Charitable Solicitations Board
 - ii. educational institutions, organizations with IRS 501(c)3 status
 - iii. candidates for public office



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Sarah Benson Park Specific Rules:

- SBP1. Reservations shall not be permitted within Sarah Benson Park for organized team sports. "Pick-up" games shall be permitted without reservation when space is available.
- SBP2. Bikes are only permitted on Alexander Trail (part of Heritage Park, connected to Sarah Benson Park).

Preservation Park Specific Rules:

- PP1. Hiking is at the user's sole risk. Preservation Park, as a nature reserve, may contain an array of wildlife, including: deer, coyotes, snakes, skunks, rabbits, and other wild animals, as well as natural obstacles.
- PP2. Horses are prohibited.
- PP3. Trailers/Horse trailers are prohibited.

Dog Park Specific Rules:

- NDP1. The Town of Thompson's Station is not responsible for the actions of users of this facility and their dogs. Visitors to this facility enter at their own risk.
- NDP2. No dogs over twenty-five (25) lbs are allowed in the Small Dog Park. Small dogs may enter the Large Dog Park at handler's sole risk and responsibility.
- NDP3. All dogs shall be vaccinated for rabies. Tags or other proof of current vaccination shall be shown upon request by Town Staff.
- NDP4. Dogs shall be leashed before entering and exiting the dog park.
- NDP5. Handlers shall be sixteen (16) years of age or older.
- NDP6. Aggressive dogs shall not be permitted on the premises. Dogs shall be removed by the owner at the first sign of aggression.



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- NDP7. Prohibited: Aggressive dogs, female dogs in heat, sick dogs, and dogs younger than four (4) months.
- NDP8. Dogs shall be under control of their handler and in view of their handler at all times.
- NDP9. Handlers shall be responsible for any injuries caused by the dog(s) under their control.
- NDP10. Dog owners shall be in possession of leashes at all times.
- NDP11. Human food, food in bowls and glass containers, shall not be allowed. Small bite size training treats shall be permitted.
- NDP12. Handlers shall clean up after their dogs and properly dispose of the waste. Handlers shall fill any holes dug by dogs under their control.
- NDP14. Maximum of two (2) dogs per handler.
- NDP15. Failure to abide by the rules and procedures may result in loss of privileges to use the Dog Park.