

## **Special Event/Athletic Field Permit Application Instructions, terms, and conditions for Tullahoma Parks Facility Usage**

1. All tents and other temporary structures must be secured with surface ballast if installed in the parking lot or other hard surfaces including but not limited to concrete or asphalt. Staking is permitted in grassy and field areas, provided coordination with the Park Facility and Grounds Manager to locate utility or irrigation lines prior to installation. Violation of this policy will result in civil action to recoup any damages to the grounds, underground utilities, and irrigation systems.
2. Permits for fundraising events may only be requested by persons or organizations that hold a permit from the Tennessee Charitable Solicitations Board, bona fide educational institutions, religious organizations who have a 501c3 status with the IRS, or announced political candidates for public office.
3. Tullahoma Parks and Recreation has first priority in scheduling events in all parks and facilities. All dates are reserved on a first come, first served basis. Event dates are not confirmed until an event application has been received and approved and all fees have been paid in full.
4. Any changes to the event description submitted with this Permit Application must be submitted in writing to Tullahoma Parks and Recreation. 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.
5. Any event that has an impact outside of the rented park facility including streets and sidewalks will require a Special Event Permit from City Hall 201 West Grundy Street Tullahoma 931-455-2648.
6. All events held in park facilities 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, disorderly conduct, or obscene language.
7. Any permit holder utilizing the services of a professional event organizer, promoter, or the like must identify that person or organization in writing on the permit application.
8. It is the permit holder's responsibility to return the park or facility to the condition it was prior to the event or pay fees related to returning property to the condition prior to the event. Permit holders are responsible for all clean up after each event. A cleaning deposit may be required by the Director of Parks and Recreation.
9. All signage, advertising, publicity, exhibits, or displays to be used must have the prior approval of Tullahoma Parks and Recreation.
10. Absolutely no banners or flags of any kind may be flown from parks or facilities or flagpoles.
11. Appropriate park personnel must be provided access to events upon request in order to monitor event activities to ensure compliance with rules and regulations.
12. Tullahoma Parks and Recreation has the authority to revoke a permit upon finding a violation of any rules upon good cause.
13. By submitting a Special Event Permit Application the event organizer agrees to the following:
  - a. The event organizer will indemnify and hold harmless Tullahoma Parks and Recreation and the City of Tullahoma from any and all third party claims for damages, costs, and attorney fees for injuries or damages to the extent of the organization's negligent or willful acts, breaches of laws, ordinances, rules and regulations of park facilities and areas described in this permit application;
  - b. The event organizer assumes all risk and responsibility for any dangerous or defective conditions on the grounds of the park facilities whether known or unknown;
  - c. The event organizer agrees to restore the park facility to the condition prior to the event;
  - d. This document sets forth the entire agreement of the parties;
  - e. The individual executing this document on behalf of the event organizer affirms that he/she is authorized to do so;
  - f. No modification of this document shall be valid unless in writing and signed by the Director of Parks and Recreation; and Tennessee law shall govern any dispute arising from this document.

**Please Initial Here \_\_\_\_\_**