



Parks and Leisure Services

Fall 2008 Field Use Allocation Packet Check List

Items included in packet	To be completed & returned	
Available Fields and Facilities		
Field Allocation Priority		
Organization Information	fully completed	
Board of Directors	fully completed	
Policies and Rules	signed and dated	
Field Allocation Procedures	signed and dated	
Annual Organization Report	fully completed & signed	
Financial Statement	fully completed & signed	
Field Allocation Grids	fully completed & signed	
Dates to Remember		
Tournament Information (as needed) - not included in packet, listed separately	fully completed & signed	
Tournament Request Form (as needed) - not included in packet, listed separately	fully completed & signed	
Liability Insurance	to be provided by organization	

- Available Fields:** Fields available for use and their dimensions.
- Field Allocation Priority:** Priority guideline used to determine field allocations.
- Board of Directors:** Include officers, board of directors and staff of organization. Please include names, addresses (with zip code), phone number(s) and e-mail addresses. **You must include a copy of this even if your board has not changed from the last request. At least three (3) people must be listed.**
- Annual Organization Report:** This form must be complete to be considered for field use. Please be as specific as possible. Use the back of the form, if needed, to explain why your group needs a specified field (i.e. age of players dictates need for a certain field size that is not available at other sites, etc.).
- Financial Statement:** Details the past year's operation costs and income.
- Field Allocation Grid:** A table for each field available for rent at Anchor and Mayor Bob Leonard parks is provided along with pertinent information about the size and specifics of each field. Please fill in requested days and times and make sure the request is signed.
- Tournament Request: (if necessary)** If your organization is requesting use of fields for a tournament during the spring field use period (Aug. 2 – Nov. 1), then you must complete a request and return by the Friday, May 30 (5 p.m.) deadline with a \$150 deposit. Tournament use is available fall 2008 for approved users (fall 2008 weekly field users) and limited to one per club per season (spring and fall).
- Liability Insurance:** Must be a minimum of \$1,000,000 policy. Town of Farragut must be listed as insured or as an additional insured on certificate. Organization name should also be listed on certificate. **You must include a copy even if your insurance information has not changed from your last request.**



Parks and Leisure Services

Available Athletic Fields and Facilities

Mayor Bob Leonard Park (MBLP) 301 Watt Road

- **2 lighted softball fields**
upper softball (285' radius)
lower softball (275' radius)
- **2 lighted baseball fields**
field 1 (west) at Harrison Road (300' radius) - 60' mound, 90' bases
field 2 (east) at Watt Road (300' down the line; 325' alleys; 350'
center field) - 55' mound, 80' bases
- **5 lighted rectangular fields**
field 1 at Harrison Road - north corner (200' x 360')
field 2 at top center of park (180' x 336')
field 3 at Watt Road (170' x 324')
field 5 at Harrison Road - south corner (120' x 165')
field 6 at Harrison Road - south corner (120' x 220')
- **1 rectangular/open field practice area**
field 4 - practice only, portable goals
- **3 lighted sand volleyball courts**
- **restroom/concession building**

Anchor Park (AP) 11730 Turkey Creek Road

- **1 rectangular field (180' x 330')**
- **1 softball field (275' down the line; 290' center field)**
- **restroom/concession building**



Parks and Leisure Services

2008 Field Allocation Priority

The Town of Farragut Parks and Athletic Council will determine final allocations by using the priority guideline below and by considering current community needs and trends. History of compliance with Town of Farragut Parks and Leisure procedures and adhering to group responsibilities will also be considered.

Priority Guideline:

1. Town of Farragut sponsored events
 2. Recreational-Non-profit Organizations
 - a) Fulfills a local community recreational need
 - b) Cost recovery fee basis
 - c) Organized by a registered non-profit association
 - d) Advertised as open to the general public
 3. Competitive/Select-Non-profit Organizations
 - a) Fulfills a local community recreational need
 - b) Cost recovery fee basis
 - c) Organized by a registered non-profit association
 - d) Open mainly to members of a specific organization or group
 4. Non-profit Association Public Event
An event that is open to the general public with a cost recovery fee basis and sponsored by a registered non-profit organization
 5. Other
Individual teams or user groups who do not meet the descriptions of prior categories
- * Tournaments will be balanced with league play and practice. Tournament requests must be returned with the Field Allocation Packet by May 30, 2008.



Parks and Leisure Services

Field Allocation Organization Information

* all items must be completed

Name of Organization: _____

Contact Person: _____

Address: _____
Street City State Zip

Phone (home): _____ (work): _____ (cell): _____

Fax: _____ E-mail: _____



Parks and Leisure Services

Name of Organization: _____

BOARD OF DIRECTORS: Please list a minimum of three board members. **These members will be the only individuals who have the authority to reserve fields for your organization.** Please include chair/president, treasurer, secretary, etc. (must be complete).

<u>Name</u>	<u>Address</u>	<u>Position</u>	<u>Phone</u>	<u>Email</u>
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1.

2.

3.

4.

5.



Parks and Leisure Services

Fall 2008 Field Use Policies and Rules

- Field Use Fees for 2008 are \$10 per hour per field.
- The use of alcoholic beverages and other narcotics is prohibited on Town of Farragut (TOF) property.
- Sponsoring organizations or individuals requesting the use of TOF facilities shall not discriminate on the basis of race, color, religion, sex, national origin, age, marital status or physical and/or mental disabilities.
- No organization may charge or require entrance or parking fees for events.
- No unauthorized vehicles may be driven on athletic fields or paved trails. Vehicles must park in designated parking areas. Vehicles improperly parked will be towed.
- The Town of Farragut is not responsible for any personal property loss, damage to vehicles, etc.
- Fields are not available for use until 5 p.m. on weekdays, due to maintenance, and close at 10 p.m. Fields are available from 8 a.m. until 10 p.m. on weekends. Lights will be turned off at 10 p.m.
- Organizations are expected to line/stripe the playing fields to be used. Other maintenance (mowing, deep dragging, etc.) will be provided by the Town of Farragut. No maintenance is to be performed by organizations without prior approval from the Parks and Leisure Dept.
- TOF does not provide bases, corner flags, temporary goals or other sports specific equipment.
- Organizations may not use fields unless pre-scheduled. No drop-in use is allowed.
- Use of any peripheral items or equipment such as scoreboard controls or P.A. systems is permitted by special request only. All special requests must be made in advance.
- **Field Closure/Rainouts** During periods of inclement weather, field closures may result as determined by the Town of Farragut Parks and Leisure Department personnel. Closures may also result from poor playing conditions or damage which could cause hazardous safety concerns for the public. It is the organization's responsibility to obtain field closure information. This can be obtained by calling the **Sports Infoline at 865-966-2420**. The Infoline is updated daily at 3 p.m. and by 8 a.m. on weekends with field closure information. Signs will also be posted at the park indicating that fields are closed.
- Fields that are closed due to poor conditions, maintenance, safety issues, etc. are off limits to use by anyone. Failure to comply with this procedure may result in termination of present and/or future field use. Individual teams or participants using closed facilities will be considered representatives of the organization in which they participate.
- **All organizations are responsible for informing their members of current guidelines and rules. Organizations are expected to take reasonable measures to insure compliance during their events. Violations may result in the suspension or cancellation of that association's field use contract.**

By signing below I acknowledge that I have read and understand the 2008 Field Use Policies and Rules.

Name: _____ Organization: _____

Signature: _____ Date: _____



Parks and Leisure Services

Fall 2008 Field Allocation Procedures

1. All organizations must submit all requested forms as presented on the field use allocation checklist no later than **5 p.m. on Friday, May 30, 2008.**
2. The time period covered by this request is: Saturday, Aug. 2, 2008 until Saturday, Nov. 1.
3. Field use fees for 2008 are \$10 per hour per field.
4. Field use fees will be billed by the Town of Farragut on a monthly basis. Failure to pay by the end of the following month may result in forfeiture of field space allocation.
5. **Organizations must request both practice and game (league) schedules that utilize all allocated field time by the May 30 deadline.** Organizations that reserve fields but do not use them will be assessed the regular facility use fee for that missed time. This user history, of non-used reserved fields, will also be considered by the Parks and Athletic Council when field allocations are decided.
6. Organizations will be billed for their requested time unless other arrangements have been made with the Town of Farragut (i.e. ETYSL). Contact staff for specific information.
7. There is a work session scheduled for both rectangular and diamond sports on Thursday, June 5, 2008 beginning promptly at 6 p.m. at the Farragut Town Hall Community Room. This time can be utilized by organizations that have requested the same space and times. This is not mandatory and no Town staff will be in attendance.
8. Each organization requesting field use time for fall 2008 must have at least one representative at the Parks and Athletics Council meeting on **Tuesday, June 10, 2008 at 7 pm in the Farragut Town Hall Board Room.**
9. Contracts, stating each organization's field use time, as assigned by the Parks and Athletics Council, will be mailed to the organization's president. Contracts must be signed and returned to the Town of Farragut no later than **Friday, July 11, 2008 by 5 p.m.**
10. Beginning **Wed., July 16 at 8 a.m.**, all available fields will be released to the public for field reservation.
11. Organizations that do not attend the scheduled field allocation meeting or who fail to complete the entire field allocation packet by the May 30, 2008 deadline must wait until fields are released to the public for field reservation. These organizations will then be required to contact the Leisure Services staff for available fields and make such requests in writing (i.e. e-mail or fax).
12. User-groups that have completed the field allocation process can reserve other field times, on a first come, first serve basis. Only individuals listed as the board members, on the included form, can make such requests.

By signing below I acknowledge that I have read and understand the 2008 Field Allocation Procedures.

Name: _____ Organization: _____

Signature: _____ Date: _____



Parks and Leisure Services

Town of Farragut Annual Organization Report

REQUIREMENTS: All organizations requesting seasonal field use will be required to submit an Annual Organization Report once every field use season.

The Annual Report will assist the Town of Farragut in determining park system operations. It will also act as a resource for future developments and for community members who may be interested in your organization.

The Annual Organization Report can follow the included template or can follow your personal format, but must include the following information:

- Organization structure and non-profit or for profit status
- Participation history to include participation for at least the past five years
- Competition summary- description of league and tournament play
- Financial statement- to include the past full year of operation along with: basic details of income, expenses (including paid staff), net income/loss, outstanding debts or expenses for materials and capital projects and accounts receivable.

Failure to provide the stated information may result in the loss of the Town of Farragut field use privileges.

If you have any questions or concerns pertaining to the Annual Organization Report or the Financial Statement, please contact our office anytime at 865-966-7057 and we will help in any way possible.



Parks and Leisure Services

Annual Organization Report

ORGANIZATION: Please provide information describing your organization's history (when founded, when began using TOF facilities, etc.), purpose and profit status.

PARTICIPATION: Please list the last five (5) years of participation

Year	_____	_____	_____	_____	_____
Men	_____	_____	_____	_____	_____
Women	_____	_____	_____	_____	_____
Boys	_____	_____	_____	_____	_____
Girls	_____	_____	_____	_____	_____
Total	_____	_____	_____	_____	_____
# of fee waivers granted	_____	_____	_____	_____	_____

List number of teams by age group (attach list if more space is needed)

_____	_____	_____	_____
_____	_____	_____	_____

CURRENT FEES: Please list fees for the upcoming year

COMPETITION SUMMARY: Please provide a description of your league and tournaments/events offered

FUTURE PLANS: Please list any plans for program development or improvements

Using back of form, please describe why field space is necessary at TOF Parks

20_____ **FINANCIAL STATEMENT:**

year

Income:

Contributions \$ _____

Player Fees \$ _____

Tournament/program Fees \$ _____

Other (list) \$ _____

Total \$ _____

Expenses:

Facility Maintenance \$ _____

Maintenance Equipment \$ _____

Facility Rental \$ _____

Officiating \$ _____

Uniforms/Equipment \$ _____

League Fees \$ _____

Travel \$ _____

Training \$ _____

Staff Wages \$ _____

Other (list) \$ _____

Total \$ _____

NET PROFIT/LOSS \$ _____

By signing below I acknowledge that I have read and completed the 2008 Annual Organization Report.

Name: _____ Organization: _____

Signature: _____ Date: _____

TOF FALL 2008 FIELD USE REQUEST	MBLP #1 Lighted (200' x 360') Rectangular	MBLP #2 Lighted (180' x 336') Rectangular	MBLP #3 Lighted (170' x 324') Rectangular	MBLP #4 (Practice Field Only) Rectangular	MBLP #5 Lighted (120' x 165') Rectangular	MBLP #6 Lighted (120' x 220') Rectangular
MONDAY						
TUESDAY						
WEDNESDAY						
THURSDAY						
FRIDAY						
SATURDAY						
SUNDAY						

Name: _____ Signature: _____ Date: _____

TOF FALL 2008 FIELD USE REQUEST	MBLP BASEBALL #1 (WEST) Lighted – 300’ radius 60’ mound, 90’ bases	MBLP BASEBALL #2 (EAST) Lighted – 300’ down the line; 325’ alleys; 350’ cf 55’ mound, 80’ bases	MBLP UPPER SOFTBALL Lighted – 285’ radius	MBLP LOWER SOFTBALL Lighted – 275’ radius	ANCHOR SOFTBALL 275’ down the line; 290’ center field	ANCHOR SOCCER (180’ x 330’)
MONDAY			Town of Farragut Softball Leagues	Town of Farragut Softball Leagues		
TUESDAY			Town of Farragut Softball Leagues	Town of Farragut Softball Leagues		
WEDNESDAY			Town of Farragut Softball Leagues	Town of Farragut Softball Leagues		
THURSDAY			Town of Farragut Softball Leagues	Town of Farragut Softball Leagues		
FRIDAY						
SATURDAY						
SUNDAY			Town of Farragut Softball Leagues	Town of Farragut Softball Leagues		

Name: _____
Signature: _____
Date: _____



Parks and Leisure Services

Field Allocation Dates to Remember

DATE	DESCRIPTION
<p>May 30, 2008 by 5 p.m.</p>	<p>Field Allocation Packets Due All information has to be completed</p>
<p>June 5, 2008 6 p.m.</p>	<p>Field Allocation Work Session Organizations may work together to make recommendations to Parks & Athletic Council concerning field use allocation</p>
<p>June 10, 2008 7 p.m.</p>	<p>Parks & Athletics Council Field Allocation Meeting In Farragut Town Hall Board Room. Council will make final decisions on allocation of fields for fall 2008</p>
<p>June 16, 2008</p>	<p>Contracts Mailed to Organizations</p>
<p>July 11, 2008 by 5 p.m.</p>	<p>Signed Contracts Due</p>
<p>July 16, 2008 8 a.m.</p>	<p>Field Availability Field openings will be e-mailed to user-groups. Only written requests (email, fax) will be accepted</p>
<p>August 2, 2008 8 a.m.</p>	<p>Fields Open for Spring Season</p>