



Memo: Spring/Summer 2021 Town of Farragut Field Use

Parks & Recreation Office

The Farragut Parks & Recreation Office is inside the Farragut Community Center.

- 239 Jamestowne Blvd., Suite 201
- Our office is located to the left as you enter the building.

Parks & Recreation Website

www.farragutparksandrec.org

- All field information and forms can be found on the new website at the top right of the page under the field use tab.

Athletic Field Info Updates:

- Twitter
 - Twitter is the **only** way to receive field updates.
 - @ToFFieldUpdate

Field Use Inquiries:

- Our **preferred method** for field use inquiries is via email.
 - AthleticFieldReservations@townoffarragut.org
 - This email reaches four of the parks & rec staff and will give you the greatest opportunity to receive a timely response.
- Phone Inquiries for field use.
 - Field use calls will be taken 8 a.m. – 12 p.m. Any inquiry via phone call after 12 p.m. will most likely receive a response the following workday.
 - All field use calls will need to be directed to Bryson Keith at 865-218- 3376.

Weekend/Afterhours Questions or Issues:

- If you find that you have an issue with your rented athletic field or have found someone else using the field during your rented time, please call our park staff at 865-924-6833 or 8656791021

Invoices & Payments: All field use invoices will be sent to you via RecDesk.

- auto@recdesk.com – **SAVE THIS IN YOUR EMAIL CONTACT LIST**
 - From this email, you can click on the invoice link and pay via credit card – Please note that there is a 2% processing fee.
 - If you are paying with a check, please make it out to the Town of Farragut



Spring/Summer Important Dates & Deadlines

- **Tuesday, February 16 at 8 a.m.:** Field rental reservations open to all clubs
- **Monday, March 1:** Fields open for spring season
- **Saturday, July 31:** Spring/summer season contract period ends

PLEASE NOTE: IMPORTANT DATES

- **Monday, January 18:** Office closed for MLK Day
- **March 15-19:** Spring Break
- **Friday, April 2:** Office closed for Good Friday
- **Monday, May 31:** Office closed for Memorial Day

TOF Parks & Recreation – Staff Info

Lauren Cox – Parks & Athletics Coordinator

- lcox@townoffarragut.org
- AthleticFieldReservations@townoffarragut.org
- 218-3372

Bryson Keith – Administrative Assistant (Recreation)

- bkeith@townoffarragut.org
- AthleticFieldReservations@townoffarragut.org
- 218-3376

Sue Stuhl – Parks & Recreation Director

- [sstuhl@townoffarragut.org](mailto:ssstuhl@townoffarragut.org)
- 218-3374

Karen Tindal – Tourism Coordinator (Can help with hotel listings and activities for tournaments)

- Media@townoffarragut.org
- 218-3373

TOF Social Media:

- Facebook: [Town of Farragut](#), [Visit Farragut](#), [FARRAGUTPARKSANDREC](#)
- Instagram: [town_of_farragut](#), [visitfarragut](#)



Spring/Summer – Field Use Policies and Rules

Fees, Payments and Rental Hours:

- Rentals can be made to clubs who provide the Town with a \$1,000,000 liability policy (Town of Farragut must be listed as co-insured).
- Only weather-related closures will qualify for refunds. Once reservations have been made – either allocated time or additional time – they cannot be moved or refunded.
- Fees are \$20 per hour per natural turf field and \$40 per hour for synthetic turf fields. Payment can be made by check, cash or credit card in person or by phone with credit card (VISA, MasterCard and Discover only)
- Fields are available for use starting at 4:00 p.m. on weekdays and 9 a.m. on weekends. All fields close at 10 p.m. – earlier use may be available with Town approval
- Rental time should include setup, warmup and cleanup; the lights will automatically shut off (they are computerized) 15 minutes after the last rental each evening. Rentals will be booked back to back with no additional time allowance.
- Additional week-day field use requests must be submitted 48 hours before the requested use
- **Additional weekend field requests must be submitted by 12-Noon on Thursdays.**
 - **Field use requests will not be accepted after 12-Noon on Thursdays.**
- This application is for the rental of fields for practices or games. **Tournaments require completion of the Tournament Application and a deposit.** Please see that document for complete information regarding the use of fields for tournament play.
- Payment Schedule:
 - First Payment Due: **Thursday, Feb. 27 by 12 p.m.** (first third of total)
 - Second Payment Due: **Thursday, April 16 by 12 p.m.** (second third of total)
 - Third Payment Due: 10 days after the last contracted date for the spring/summer season. All rainouts and additional rental hours will be factored into the final payment request.
- Late payments: Subject to a late fee of \$50 or 10% of the remaining season's financial liability, whichever is larger. Failure to pay within 30 days will result in forfeiture of future field use.

Field Closures:

- Closures may result from poor playing conditions due to rain or conditions which could cause hazardous safety concerns for the public or damage to the turf.
- It is the club's responsibility to obtain field closure information. This can be obtained by following us on **Twitter: @ToFFieldUpdate**. The Infoline is updated on weekdays at 3 p.m. and by 8:00 a.m. on weekends and most holidays with field closure information.
- Signs will also be posted at the park indicating that fields are closed.
- Severe inclement weather during the evening or weekend days may also cause field closures as determined by the Town of Farragut Parks & Recreation Department personnel. The Athletic Field Infoline will be updated at any point during the evening or weekend.
- 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 club in which they participate.



Behavior:

- The use of alcoholic beverages and narcotics is prohibited on Town of Farragut property.
- Clubs may not use fields unless pre-scheduled. No drop-in use is allowed.
- It is requested that park users refrain from smoking – young lungs are at play!
- Restrooms are open during hours in which the park is open – use the restrooms and not the woods!!!! Failure to cooperate may result in club being banned from use and being arrested for indecent exposure.
- The Town of Farragut is not responsible for providing background checks on coaches and officials. Clubs should conduct these within their guidelines.
- **Playing fields and spectator areas must be left free of refuse and trash must be placed in the trashcans or dumpster at the park.**
 - First Trash violation: A written warning and/or a \$100 fine will be charged to the organization. The league/club will not be allowed to use the fields until the fine is paid.
 - Second Trash Violation: A \$100.00 fine and 30-day suspension (without a refund of fees) to the organization. The club/organization will not be allowed back on the fields until after the 30-day suspension and the fine is paid.
 - Third Trash Violation: The organization's contract will be canceled, and the organization will be banned from using any Town of Farragut field in the future.

Equipment, Vehicle Use, Maintenance, Etc.:

- **Clubs 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 clubs without prior approval from the Parks & Recreation Department.
- No club 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.
- The Town of Farragut does not provide corner flags (with the exception of the synthetic turf fields), temporary goals or other sports specific equipment. All sport specific equipment must be removed immediately after rental unless specifically approved by the Town of Farragut staff (other rules may apply).
- Use of any peripheral items or equipment such as scoreboard controls or public-address systems is permitted by special request in writing at least 5 working days in advance.
- No tents, trailers or any other temporary structures may be erected without prior approval by the Town of Farragut.

Synthetic Turf:

- Organizations, except soccer groups, using the synthetic turf field are expected to line/stripe the playing field to be used. Clubs that require specific sports marking lines, other than soccer, must use a temporary paint designed to be used on synthetic turf fields. The Town of Farragut and the manufacturer of the synthetic turf will only allow ***Pioneer Athletics Max Chalk or Quik Stripe and use/location of lines must be pre-approved by Town staff.***
- Clubs that require the goals on synthetic turf fields moved for games or practices must provide a minimum of 2 working days' notice prior to game or practice needed. This notification must be made by phone to Parks & Recreation staff at 966-7057.
- The Town of Farragut will provide corner flags for soccer groups using the synthetic turf field for games with a minimum of 2 working days notification.
- Rules signs are posted on-site, specific to use of synthetic turf field. These rules include but are not limited to:
 - **NO chewing gum, candy, suckers, food, sunflower seeds, peanuts, etc...**
 - **NO sports drinks or carbonated drinks (coke, sprite, etc.)**
 - **NO smoking, chewing tobacco products**
 - **NO metal cleats**
 - **NO glass**

All clubs are responsible for informing their members of current guidelines and rules. Clubs are expected to take reasonable measures to ensure compliance during their events. Violations may result in the suspension or cancellation of that association's field use.

APPROVED TURF CHAIRS



PREFERRED CHAIR FOR TURF USE

Chairs with U-SHAPED legs are preferred for use on the TURF because they provide the most protection for the TURF.



CHAIR APPROVED FOR TURF USE

Chairs with wide bases are required for use on the TURF because they provide sufficient protection for the TURF.



CHAIR NOT APPROVED

Chairs without bases are **NOT ALLOWED** on the TURF. They provide **NO protection and will puncture the TURF.**