



## FARRAGUT PROGRAMS IN THE PARKS Information Sheet

The Town of Farragut has experienced a growing demand for the use of parks and greenways by a variety of commercial and non-profit entities, including health/fitness providers, dog trainers, yoga instructors, and other outdoor professional service providers. In order to effectively manage the commercial and non-profit use of parks, greenways and corridors, the Farragut Parks & Recreation Department has established a "Programs in the Parks" policy and procedure. This policy applies to classes, programs, sessions, etc. that involve any exchange of money that are not coordinated or sponsored by the Town of Farragut.

### GOAL OF PROGRAMS IN THE PARKS

1. To encourage recreation and leisure opportunities in Town of Farragut park and greenway spaces.
2. To increase communication of the Programs in the Parks opportunities with Farragut citizens.
3. To promote successful partnerships between the department and local program providers.
4. To continue to increase and encourage outdoor recreation participation and improve overall health and wellness for all.
5. To implement a process that ensures the safety of patrons through educating providers on importance of certifications, liability insurance and program participation waivers.

### FOR MORE INFORMATION

Are you interested in facilitating a program in a local Farragut park? Please contact Lauren Cox at 218-3372 or [lcox@townoffarragut.org](mailto:lcox@townoffarragut.org) for more information.



Policy:

**Required Process for all Outdoor Program Providers:**

Any provider that has been identified as to not following the described process below, will be requested to cease the program until all required documentation is secured and approved.

**Step 1:** Obtain approval to proceed with the park program. Complete and submit the Park Program Provider Proposal form to Lauren Cox at [lcox@townoffarragut.org](mailto:lcox@townoffarragut.org). Proposal form can be located on the Programs in Parks section on the Farragut Parks & Recreation website.

- The Town must approve the program description, location request, program times, participant fees, etc. before proceeding to step #2.

**Step 2:** Obtain a Park Program Provider Permit. Submit annual application and non-refundable permit fee (\$100).

- Permits valid per fiscal year (July 1 – June 30)
- Link to submit information ([www.farragutparksandrec.org](http://www.farragutparksandrec.org))
- Submit insurance coverage listing the Town of Farragut as additionally insured.
  - Insurance shall be in the amount of \$1,000,000 per occurrence.
- Submit current Certifications (Example: accredited for fitness instructors/trainer, CPR, First Aid, etc.)
- Submit a copy of liability waiver to be used for program.
- Submit approved and signed monthly proposal/plan with days, times, locations, and prices for upcoming calendar year so that the schedule can be posted on the Town's website.
- Town staff will inform provider of potential conflicts based on other events scheduled at time of submission. Any future conflicts will be posted on the PARD event calendar and will be the responsibility of the provider to make themselves aware of such events independently.

***Approved provider shall:***

- Receive documentation stating they are approved as a Park Program Provider with the Town of Farragut. From that point forward, providers shall need to have the permit available onsite during any program operation.
- Agree to have all participants sign and complete liability waiver prior to starting activity.
- Provide information for the PARD "Programs in the Parks" webpage. Information posted may include name, company, phone, email, website, prices and/or approved day/time/locations.
- Understand and adhere to Park rules and not interfere with normal flow of Parks business.
- Update the Town of Farragut Parks & Recreation Department staff on any programmatic updates or changes (from the original program proposal) in a timely fashion by



completing a Program Change Request Form (located on the website) and emailing it to [lcox@townoffarragut.org](mailto:lcox@townoffarragut.org) for approval.

- Check the Town of Farragut Event Calendar monthly on the Parks & Recreation webpage to be made aware of any conflicts that could interfere with scheduled program. The provider shall also understand that any Town sponsored events that may be scheduled simultaneously to the outdoor program scheduled, the Town event takes precedence, and the program may need to be moved or adapted to another location.
- If the provider is wanting to continue being a Program in the Park provider in the new fiscal year, the provider shall initiate the same process and complete a new program proposal form at the end of the permit term.

***The Town shall provide:***

- Webpage with listed programs in parks and scheduled events.
- “Programs in the Parks” official permit.
- Programs in Parks rules and policy.

**“Programs in the Parks” Rules**

The following rules apply to programs throughout any Town of Farragut park or greenway:

1. The discovery of false or misleading information regarding a Program in Parks activity will result in the rejection or removal of the program.
2. Any activities or conduct which results in the destruction of, damage to or removal of any park or greenway amenities (e.g. park benches, trees) is strictly prohibited.
3. The Parks & Recreation Department has priority in scheduling events in all parks and or facilities. All dates are reserved on a first come, first served basis. Event or program dates are not confirmed until an application has been received and approved. A permit will not be issued until all related fees have been paid.
4. The Parks & Recreation Department prohibits the reservation of park facilities or operation of programs that discriminate on the basis of age, color, disability, national origin, race, religion, sex in the admission to, access to, or operation to their programs, services or activities.
5. The proposed activity or use of the park, greenway or greenway corridor must not unreasonably interfere with or detract from the general public’s enjoyment of the park.
6. The proposed activity or use will not unreasonably interfere with or detract from the promotion of public health, welfare, safety and recreation.
7. The proposed activity or use will not include violence, crime, disorderly conduct, or obscene language.
8. All events or programs requesting permission to have amplified music will be considered by the Parks & Recreation Department on a case-by-case basis. Each will be monitored to assure proper sound levels. The department shall have the right to request lowering of sound levels, or to stop the performance if deemed necessary and in the best interest of the Parks & Recreation Department and the immediate neighborhood.



9. If the provider brings equipment that requires electricity, it is not guaranteed that electricity will be available for use. Therefore, it is recommended that providers come prepared with battery-operated equipment.
10. Providers cannot use athletic fields or pavilions if they do not have them reserved. Use is not allowed on a first come, first served basis.
11. Providers shall be courteous and flexible when it comes to use of the park and sharing space with their neighbors. Providers shall be courteous of program location when it comes to teams, rentals, groups, etc. also using the area.
12. Trainers may not bring equipment in parks that could damage the parkland, facility or pose a hazard to the general public.
13. Vehicles are not allowed on park property other than streets and parking areas. Failure to comply with this guideline will result in loss of permit.
14. You are responsible for securing and providing additional receptacles or having trash hauled away if park containers won't accommodate the needs for your program. Trash that is not disposed of properly or overfills a receptacle may result in loss of permit.
15. If children under the age of 18 are part of the program, it is your responsibility to provide adequate supervision.
16. Providers shall not sell any products or goods in the park, greenway or corridor without prior permission.
17. The possession of alcoholic beverages, drugs and other illegal controlled substances, as well as the use of fireworks, air rifles, paintball guns, bow and arrows, cross bows, swords, pellet guns and similar is strictly prohibited in any park or park facility.
18. Storage of any items on site is strictly prohibited. Unattended items will be regarded as being abandoned.
19. Per Programs in Parks Policy, providers shall keep a copy of the approved permit onsite during any program operation in the event identification or proof of permission is needed.