

**RESOLUTION NO. 2017-11**

**A RESOLUTION TO ADOPT THE CITY OF FRANKLIN PARKS DEPARTMENT PAVILION  
RESERVATION APPLICATION PROCESS FORM AND AUTHORIZE THE CITY ADMINISTRATOR TO  
APPROVE AND ADOPT DEPARTMENTAL FORMS AND APPLICATIONS WITH OR WITHOUT FEES  
AND DEPOSITS**

**WHEREAS**, the Board of Mayor and Aldermen approve the City of Franklin Parks Department Pavilion Reservation Application Process Form;

**WHEREAS**, the Board of Mayor and Aldermen find that it is in the best interests of efficiency to authorize the City Administrator to approve and adopt departmental forms, which may or may not include fees and deposits;

**WHEREAS**, the Board of Mayor and Aldermen believe that authorizing the City Administrator to approve and adopt departmental forms, which may or may not include fees and deposits, for the City of Franklin will foster more uniformity among the City's various departments;

**WHEREAS**, removing approval of departmental forms from the Board of Mayor and Aldermen's agenda provides for more expedient conduct of City business; and

**WHEREAS**, the Board of Mayor and Aldermen of the City of Franklin, Tennessee, desires to move towards the most effective administration of City business.

**NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF FRANKLIN, TENNESSEE, THAT:**

Section 1. The Board of Mayor and Aldermen hereby approve and adopt the City of Franklin Parks Department Pavilion Reservation Application Process Form, which is attached as Exhibit A.

Section 2. The City Administrator is hereby authorized to approve and adopt forms and applications, which may or may not include fees or deposits, for departments within the City of Franklin, Tennessee.

Section 3. The effective date of this resolution shall be \_\_\_\_\_, 2017.

**Adopted this \_\_\_\_ day of \_\_\_\_\_, 2017.**

**ATTEST:**

**BY:** \_\_\_\_\_  
Eric S. Stuckey, City Administrator

**BY:** \_\_\_\_\_  
Dr. Ken Moore, Mayor

**APPROVED AS TO FORM:**

**BY:** \_\_\_\_\_  
Bethany A. Heuer, Staff Attorney



# CITY OF FRANKLIN PARKS DEPARTMENT

## PAVILION RESERVATION APPLICATION

Please review page 2 of this application to determine which pavilions are available to be reserved. If you would like to use a pavilion that is not on the list, please note that all pavilions not listed are first come first serve from dawn to dusk.

### How to reserve a pavilion:

1. Choose a City of Franklin Park location, pavilion, and date.
2. Complete the City of Franklin Parks Pavilion Reservation Application (2 pages).
3. Complete and submit application by fax, mail or drop off to the City of Franklin Parks office at least 30 business days prior to requested date. Payment must be completed at time of application submittal.

Drop Off Address:	Mailing Address:	Other:
City of Franklin Parks 1368 Eastern Flank Circle Franklin, TN 37064 Mon.-Fri. 8AM - 4:30PM	City of Franklin Parks P.O. Box 305 Franklin, TN 37064	City of Franklin Parks 615-794-2103 Fax: 615-791-3250 <a href="http://www.franklintn.gov/parks">www.franklintn.gov/parks</a>

4. Parks staff will review requests and follow-up with you regarding the status of your application. Please note that all applications are subject to review and may require submission of additional information. Submittal of an application does not automatically grant you a reservation.
5. Applicants are required to inform the City of Franklin Parks of any and all amendments or changes to the original application prior to the date of your reservation.
6. Once the City of Franklin Parks requirements have been fulfilled, including all documents and full payment, a pavilion reservation will be issued. Please be aware, the City of Franklin Parks are public spaces and are open to use by the community during park hours. A reservation guarantees use of a pavilion, not all surrounding areas of a pavilion.

### Rules and Regulations

- Respect wildlife and natural park features.
- No alcoholic beverages, fireworks, metal detectors, littering or illegal drugs.
- No petting zoos, pony rides, etc.
- Parking is required in designated areas only.
- Music is restricted to inside the pavilion.
- The use of outside vendors or grills will **not** be permitted (commercial grills will be approved on a case by case basis and will require insurance). Charcoal grills are provided at various pavilions. Please see our website for details.
- The use of piñata and confetti is not permitted inside or outside the pavilion. The use of nails to decorate is not permitted.
- Please remove all decorations and place trash in trash receptacles before leaving pavilion.
- Pavilion rentals are non-refundable.
- Bounce houses/inflatables are not allowed for pavilion rentals.

I do agree to abide by all laws of the State of Tennessee, ordinances of the City of Franklin and all conditions placed on this reservation request. I do swear and affirm that all information provided on this application is true and complete. I assume full responsibility of any damages to City of Franklin Parks equipment and/or property that occur as a result of the requested use. I understand I am responsible for the conduct of all parties in attendance. I understand that the areas my party uses will be left in the clean condition in which we found it, free of trash and debris.

\_\_\_\_\_  
Applicant Signature and Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Suzanne Carter, Recreation Foreman

\_\_\_\_\_  
Date

## **PAVILION RESERVATION APPLICATION (page 2)**

Please read and sign the Pavilion Reservation Application Rules and Regulations (page 1) before continuing this application.

APPLICANT INFORMATION	
Applicant's Full Name:	
Organization:	
Address:	
Phone Number:	
Email Address:	
Date Requested:	
Time of Use:	Start Time: End Time:
Purpose of Reservation:	
Anticipated Attendance:	

<b>PAVILION REQUESTED - please select a pavilion by checking appropriate box below</b> All pavilions are available from 8:00 AM to 9:00 PM. Reservations cover the full day.	
<input type="checkbox"/> <b>Jim Warren Park – Enclosed Pavilion</b>	\$125 Daily Rental Seated Capacity 90 Corporate Rate: \$200 (insurance required)
<input type="checkbox"/> <b>Jim Warren Park—Pond Pavilion</b>	\$100 Daily Rental Seated Capacity 35 Corporate Rate: \$200 (insurance required)
<input type="checkbox"/> <b>Pinkerton Park—Tinkerbell Pavilion</b>	\$100 Daily Rental Seated Capacity 65 Corporate Rate: \$200 (insurance required)
<input type="checkbox"/> <b>Pinkerton Park—Middle Pavilion</b>	\$100 Daily Rental Seated Capacity 65 Corporate Rate: \$200 (insurance required)
<input type="checkbox"/> <b>Aspen Grove Park—Pavilion</b>	\$100 Daily Rental Seated Capacity 40 Corporate Rate: \$200 (insurance required)
<input type="checkbox"/> <b>Fieldstone Park— Pavilion</b>	\$100 Daily Rental Seated Capacity 65 Corporate Rate: \$200 (insurance required)

*OFFICE USE ONLY—Please Initial*

_____ FINAL APPROVAL _____ Entered in calendar	_____ Date Received _____ Insurance Received	_____ Fees Received
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**Attest:**

\_\_\_\_\_  
Eric S. Stuckey, City Administrator

Date: \_\_\_\_\_

**Approved as to Form:**

\_\_\_\_\_  
Bethany Heuer, Staff Attorney

Date: \_\_\_\_\_