

Resolution No. 23-11

**A RESOLUTION OF THE TOWN OF PLEASANT VIEW, TENNESSEE, TO
ESTABLISH AN EVENTS AND RENTAL FACILITY RENTAL POLICY FOR PARKS LOCATED
IN THE TOWN OF PLEASANT VIEW, TENNESSEE**

WHEREAS, the Board of Mayor and Aldermen wish to establish an Events and Facility Rental Policy to implement standards and guidelines for the events and rentals held at the Town's Parks.

WHEREAS, the general benefit of programs/services and facilities made possible through the implementation of fees and charges must exceed any detriment imposed by the fees themselves and collections must be practical;

WHEREAS, the policy shall effectively help eliminate loss of property and damage and assist with the costs if damage occurs.

NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN OF THE TOWN OF PLEASANT VIEW, TENNESSEE, that the Events and Facility Rental Policy, attached hereto, is hereby created, and approved and shall become effective immediately following passage of this resolution.

Read, ADOPTED, AND APPROVED in open session on this 14th day of August, 2023.

Attest:



Lisa Parker, City Recorder



Bill Anderson, Mayor

**Town of Pleasant View
Parks Rental Policy- Events and Facilities**

Rental Area and Parking: Rental fees and deposits cover only the designated area rented; plus, on-site parking limited to the availability of spaces within the park. (i.e., rental of the park does not entitle the renters to additional, exclusive use of the pavilions, soccer fields, etc.) Parking is available at the parks on a first come, first serve basis during regular hours. For after park hours use, renters are responsible for regulating traffic and parking within the parking lots and accessibility to ensure exclusive parking for their guests. No parking will be allowed on the grass, on any athletic field areas, or on the walking trails. Parking on or driving over curbed areas is prohibited. Roads must remain accessible for emergency vehicles.

Rental Events: The rental of the park is for events, not on-going business or regularly held events.

Rental Period: The rental period begins at the time designated on the Reservation Form but not before that time. If time is needed to setup, extra time should be rented to accommodate setup or clean up. The rental period ends at the designated time on the Reservation Form. Extra time used that has not been paid for in advance will be deducted from the deposit.

Payment: The rental payment for any part of the park must be paid at the time the reservation is made. No reservation will be accepted without full payment of deposits and rental fees. No partial payments will be accepted.

501c3 Organizations: A 501c3 organization registered as located within Cheatham County may rent part of or all of the park once a year at a 50% discount on regular park rental fees for a charitable fundraising event. (This does not include presentation dinners, socials, etc.). No other discounts apply. Deposits remain at 100%. Proof of current 501c3 status will be required at the time the reservation is made. All other requirements and rental policies apply. Proof of insurance for the event must be provided. Town staff will not be provided for set up or cleanup work, this must be done by the organization/person responsible for the rental.

Decorations & Clean-up: Absolutely no nails, tacks, or putty are to be used inside or on the outside of any park pavilion or other park facility. Nails are not to be used on trees, tables or fences. Decorations that attach by strings or another method of tying may be used if it does not damage the facility in any manner. Any confetti, glitter, rice, birdseed or similar type material must be completely removed from the park as part of the cleanup process. Any bubbles that might be used must be used over grass and not on any concrete surfaces. Please do not release any helium balloons into the air, as they can have a negative impact on the wildlife. Any decorations used may be completely removed at the end of the event. At the end of the rental use, we ask that you bag and remove all trash from the premises. Failure to comply will result in the forfeiture of the deposit.

Security Policy: The Town reserves the right to require one or more emergency personnel to be present at all events that occur within the city limits. Contact the Chief of Police at 615-746-0600 to coordinate this request. Please budget for this request at a rate of \$50.00 per hour, per person, at a minimum of 2 hours. The size of the event will determine the amount of personnel needed.

Cancellation of Reservation: Events cancelled at least 7 days before the event will receive a refund of the rental fees, but not the reservation/deposit fee. Events cancelled less than 7 days before the event will forfeit all fees paid. Events cancelled at least 30 days before the event will receive a full refund of the rental fees and the reservation/deposit fee.

Rain Policy: In the event of enough rain or other inclement weather to cancel the scheduled event, another date may be scheduled at no additional charge. There is no refund of the rental fee for rain outs. It is in the sole discretion of the staff with the Town of Pleasant View to determine what is considered inclement weather to reschedule the event at no additional charge.

Insurance Information: To hold an event at the parks, you are required to purchase event liability insurance. This will cover you in the event someone is injured and chooses to seek financial restitution through a costly lawsuit. It will

also protect the Town of Pleasant View from any liability during your event. This type of insurance is affordable and fairly easy to obtain.

There are several ways to obtain the insurance:

1. Your homeowner's insurance company may issue event policies.
2. Online through providers of Tenant User Liability Insurance Policy (TULIP). This is a low-cost insurance that protects the renter as well as the Town from claims arising from injuries by a third party.
3. You may solicit local area insurance agents to see if they issue event policies.

In addition:

You will need a Certificate of Liability Insurance that has a minimum value of \$1,000,000.00 (one million dollars) for general liability coverage. The Town of Pleasant View, Tennessee must be listed as secondary insured on the policy. The policy must be presented to the Town of Pleasant View, 1008 Civic Court, Pleasant View, TN 37146, (City Hall) at least 7 days prior to the event. Failure to meet this deadline will result in the cancellation of the reservation and forfeiture of all deposits and rental fees paid.

Alcohol Use: No alcohol is allowed in the park.

Park Rules

For your safety and protection, the Town of Pleasant View has established the following rules and regulations for park use:

- Park hours: daylight to dusk
- No alcoholic beverages
- No smoking or tobacco products
- Pets allowed on leash in the back of the park and on the walking trails
- No pets allowed on any playing field or playground area, unless service animal
- Pet owners must clean up after their pets
- Bikes and skateboards are allowed, please follow posted direction signs
- No glass containers

- No motorized vehicles (including motorcycles, ATV's, four-wheelers, etc.) except those authorized by the Town
- In case of emergency call 615-746-0600 Monday through Friday from 8:00 am until 4:30 pm. After hours call 615-792-2098

Vandalism: The Pleasant View Public Works Department inspects properties on a regular basis. Should you notice broken equipment, unsafe conditions or vandalism, report it to City Hall at 615-746-0600. All non-emergency calls should be through the Cheatham County Dispatch Center at 615-792-2098.

Portable Toilets: Restroom facilities owned and operated by the Town will be closed for the event. Toilets will be required based on how many attendees are expected, and how long the event will last. Ask for assistance if you are wondering how many will be required. Toilets will be at the expense of the event holder.

There is no variance from this policy. Please do not put the Town's employees in an awkward position by requesting an exception to this policy!

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| FOR CITY USE ONLY |
|--------------------------|

| Department | | Date | Initials | Attach Any Comments |
|--------------|--|------|----------|---------------------------|
| Mayor | | | | Comments __ Yes _____ No |
| Police | | | | Comments __ Yes _____ No |
| Fire | | | | Comments __ Yes _____ No |
| Recorder | | | | Comments __ Yes _____ No |
| Codes | | | | Comments _ Y e s _____ No |
| Public Works | | | | Comments __ Yes _____ No |

Town of Pleasant View

AGREEMENT FOR EVENTS AND FACILITY RENTALS

I, the applicant, agree to personally inspect the facility, parking lot and grounds to make certain that it is in a good and clean condition before and after use. I have read the rules and regulations and agree that I and my guests or invitees will comply with the same and with all rules of the park. I understand that all conditions must be met and that violations of the rules or the agreement may result in the forfeiture of part or all of the Security & Damage Deposit. It is expressly understood and agreed that any person coming in or upon the premises shall be the guest of the applicant. The applicant has inspected the premises, finding the facility in a good and safe condition. The reservation/rental use by the applicant, after completion of the application, and payment of the rental sum and deposit, shall act as a release to the Town of Pleasant View Tennessee, as to all risk of damage, loss of personal property, or injury that might occur in or upon the premises during the term of the reservation/rental period. The applicant and all persons utilizing the facility as a guest or invitee of the applicant specifically releases and agrees to indemnify and hold the Town of Pleasant View harmless by reason of any defect in or as to the condition of the premises upon when the rental event is held. I understand that If I am having an event, I am required to purchase Event Liability Insurance. This does not apply to noncommercial events, (i.e., birthday parties, family reunions, etc.). It is the sole discretion of the Parks & Recreation Board as to what constitutes non-commercial events. However, any non-commercial event that uses inflatables shall provide event liability insurance. A copy of the event insurance will be provided to the Town. I further state that all information given on this entire application is true and accurate.

Applicant Signature

Date

TOWN OF PLEASANTVIEW

Reservation & Rental Rates, Policies and Forms

Date of Application for Facility: _____ -

Applicant Name: _____ -

Organization Name: _____ -

Street Address: _____

City, State, Zip: _____ -

Phone (Primary): _____ -

Phone (Secondary): _____ -

Email Address: _____

Over 18 years old? (Proof Required): Yes __ __ ID Provided: _____

Event Date: _____

Which Park are you requesting? Balthrop Park __ Community Park __

Half of Park __ Entire Park __

Start Time: _____

End Time: _____

Pleasant View, Tennessee, as to all risk of damage, loss of personal property, or injury that might occur in or upon the premises during the term of the rental period. The applicant and all persons utilizing the facility as a guest or invitee of the applicant specifically releases and agrees to indemnify and hold the Town of Pleasant View harmless by reason of any defect in or as to the condition of the premises upon when the rental event is held.

Applicant Signature

Date

**Town of Pleasant View
Pavilion Rental Regulations**

Reservations for pavilions are available on a first come first serve basis. Applications for renting a pavilion are available at Pleasant View City Hall. Rental fees must be paid at Pleasant View City Hall, 1008 Civic Court, Pleasant View, TN 37146 or online at townofpleasantview.com. Rental fees will not be refunded. Rental requests can be made by calling 615-746-0600 to check availability.

Pavilion Fees:

| # of Hours (Min. 3) | Rental Fee | Deposit |
|---------------------|------------------|---------|
| | \$15.00 per hour | \$50.00 |

Rental times are 9a.m. to 12p.m., 1p.m. to 4p.m., 5p.m. to 8p.m.

Event Permit Checklist

- Renting the park does not entitle the renters to additional, exclusive use of the pavilions, soccer fields, etc.
- Parking at the parks is on a first come, first serve basis
- No parking will be allowed on the grass, on any athletic field areas, or on the walking trails
- Parking on or driving over curbed areas is prohibited
- The rental of the park is for events, not on-going business or regularly held events
- The rental payment for any part of the park must be paid at the time the reservation is made. No reservation will be accepted without full payment of deposits and rental fees. No partial payments will be accepted
- Absolutely no nails, tacks, or putty are to be used inside or on the outside of any park pavilion or other park facility. Nails are not to be used on trees, tables or fences
- Decorations that attach by strings or another method of tying may be used if it does not damage the facility in any manner, and all decorations must be removed at the end of the event
- Any confetti, glitter, rice, birdseed or similar type material must be completely removed from the park as part of the cleanup process
- Any bubbles used must be used over grass and not a concrete surface
- Do not release any helium balloons into the air
- All trash from the event must be bagged and removed. The employees for the Town of Pleasant View will not provide set up or cleanup for the event
- The Town reserves the right to require one or more emergency personnel to be present at all events, budget at a rate of \$50.00 per hour, per person, at a minimum of 2 hours

- Events cancelled at least 7 days before the event will receive a refund of the rental fees, but not the reservation/deposit fee
- Events cancelled less than 7 days before the event will forfeit all fees paid
- Events cancelled at least 30 days before the event will receive a full refund
- You are required to purchase event liability insurance
- You will need a Certificate of Liability Insurance that has a minimum value of \$1,000,000 for general liability coverage
- No alcohol is allowed at the park
- Restrooms owned and operated by the Town will be closed for the event. Toilets will be required based on how many attendees are expected, and how long the event will last, and will be at the expense of the event holder

I have read and agree to all requirements above.

Signature

Date

City Hall Staff

Signature

Date