

# Maury County Parks & Recreation Facility Lease Policy

- The Maury County Park Board Commission reserves the right to reject any request for non-commercial/non-profit leasing of Maury County Park & Recreation facilities
- Request to lease Maury County Parks & Recreation facilities must be made according to the Facility Lease Procedure and using the forms provided by Maury County Parks & Recreation. All forms must be complete and all information must be accurate.
- Insurance: All Lessees of Maury County Parks & Recreation facilities using vendors, charging an entry, or a participation fee, charging a fee for admission, parking, or inviting the public at large will furnish a Certificate of Insurance listing Maury County Parks & Recreation as an additional insured.
  - Lessees proposing small events to which the PUBLIC AT LARGE is invited (less than 25,000 attending) are required to furnish a minimum of \$1,000,000.00 liability coverage and minimum \$100,000.00 property damage coverage. A certificate of insurance must be received by Maury County Parks & Recreation 48 hours prior to the event.
  - Lessees proposing large events to which the PUBLIC AT LARGE is invited (25,000 or more attending) are required to furnish a minimum of \$2,000,000.00 liability coverage and minimum \$200,000.00 property damage coverage. A certificate of insurance must be received by Maury County Parks & Recreation 48 hours prior to the event.
- All facility use fees owed to Maury County Parks & Recreation must be received 48 hours prior to the event and are non-refundable.
- Lessee will submit to Maury County Parks & Recreation a printed or digital copy of all advertising materials prior to release.
- Lessee agrees that all persons connected with Lessee occupancy and use of premises under this agreement shall abide by, conform to, and comply with all laws of the United States, the State of Tennessee, ordinances, laws, and polices of Maury County, Tennessee, and all Maury County Parks & Recreation Rules, Regulations, Policies and Procedures.
- Event security, parking, set-up & clean-up is the responsibility of the Lessee.
- Lessee will, if deemed necessary, submit to a post event walk-through of the premises. The walk-through will be performed by and signed off on by a Maury County Parks & Recreation employee or the Park Ranger.
- Any property brought onto the premises by the Lessee is the sole responsibility of the Lessee.
- Any property remaining on the premises after post-event cleanup or property that has not been claimed by the Lessee 10 (ten) days post-event shall be deemed abandoned by the Lessee.
- Maury County Park Board Commission Members and Maury County Parks & Recreation employees (along with a guest) may choose to attend events (at no charge). This pertains to events which are open to the public.
- Maury County Parks and Recreation reserves the right to terminate the Facility Lease Agreement at any time if the lessee fails to satisfy any or all the conditions/requirements of the Agreement.
- **Commercial or for-profit leasing of Maury County Parks & Recreation facilities is forbidden.**

# Maury County Parks & Recreation Facility Lease Procedure

*Persons or Groups interested in leasing Maury County Parks and Recreation facilities agree to abide by the following procedures:*

1. Request an Event Proposal Kit from the Maury County Parks & Recreation office located at 1018 Maury County Park Drive, Columbia, TN 38401, telephone (931) 375-6102, fax (931) 375-6119 or email [mcpr@maurycounty-tn.gov](mailto:mcpr@maurycounty-tn.gov).
2. Read the Maury County Parks & Recreation Facility Lease Policy, Facility Lease Procedure, and Park Rules.
3. Complete and submit the Event Application, Application Fee Schedule and Acknowledgement & Agreement prior to the event date. Please give details, such as schedules and event maps if applicable.
4. If applicable, the Lessee will provide appropriate documentation of non-profit status to Maury County Parks & Recreation.
5. Upon approval of the event, the lessee will be notified. All attempts to notify the lessee will be documented. Upon approval of the event, the lessee will submit copies of all intended advertisements.
6. If applicable, Lessees proposing small events to which the **PUBLIC AT LARGE is invited (*less than 25,000* attending)** are required to furnish **a minimum of \$1,000,000.00 liability coverage and minimum \$100,000.00 property damage coverage**. A certificate of insurance must be received by Maury County Parks & Recreation at least 48 hours prior to the event.
7. If applicable, Lessees proposing large events to which the **PUBLIC AT LARGE is invited (*25,000 or more* attending)** are required to furnish a minimum of \$2,000,000.00 liability coverage and minimum \$200,000.00 property damage coverage. A certificate of insurance must be received by Maury County Parks & Recreation at least 48 hours prior to the event.
8. All facility use fees owed to the Maury County Parks & Recreation must be received no later than 48 hours prior to the event. All fees are non-refundable.
9. All fee waiver request must be indicated on the Event Application and must be approved by the director.
10. Lessee will submit, if necessary, to a post event walk-through of the premises. The walk-through will be performed by and signed off on by a Maury County Parks and Recreation employee and/or the Park Ranger.
11. Any property remaining on the premises after post-event cleanup or property that has not been claimed by the Lessee 10 (ten) days post-event shall be deemed abandoned by the Lessee.
12. Any matters not expressly covered by the Facility Lease Policy, Facility Lease Procedure, or Park Rules shall be determined by the Director's discretion.
13. **Commercial/for-profit leasing of Maury County Park & Recreation facilities is forbidden.**



# MAURY COUNTY PEOPLE, PARKS & NATURE PARKS & RECREATION

## Park Rules

**Summer Park Hours 8 am – 9 pm**

**Winter Park Hours 8 am – 5 pm**

*Please note this is a brief overview of the Maury County Parks & Recreation Park Rules - a complete list is available upon request.*

No alcohol allowed on county property	No drugs allowed on county property
No tobacco use including e-cigarettes in county park facilities	All signage must be removed from county property immediately after events
No explosives/fireworks allowed in parks	Visitors must observe the 15mph speed limit in all county parks
All pets must remain on a leash while in the parks	No pets except service animals allowed in spectator areas (stadium, fields, arenas)
All children must be accompanied by an adult	All vehicles must remain in designated areas
No materials (signs, decoration, lighting) may be stapled, nailed, screwed or in any way permanently or semi-permanently attached to county property	Maury County Park Board Commission Members and Maury County Parks & Recreation employees and guests may choose to attend events held in Maury County Parks at no charge. This pertains to events which are open to the public.

### IMPORTANT NUMBERS

For weekend maintenance & repair issues:  
(between 8:00am - 2:30pm)

**Andy Hartman:** 931-626-0143  
**Greg Boyd:** 931-698-1662

For weekend non-emergency issues:

**Sheriff Dispatch:** 931-388-5151

All other issues:

The Park Office is open Monday-Friday from 8:00am until 4:30pm.

**Main Line:** 931-375-6101      **Parks Director:** 931-626-0236  
**Secretary:** 931-375-6102      **Parks Supervisor:** 931-698-1771

### IN CASE OF AN EMERGENCY - DIAL 911

# Event Application

*Applications must be submitted prior to date of event and must be approved by the Director of Maury County Parks & Recreation.*

	In Book?
	Fees Paid?
	Insurance?
Notes:	

**EVENT 1**

Begin Date: \_\_\_\_\_ End Date: \_\_\_\_\_  
(Including set-up) (Including clean-up)

**EVENT 2**

Begin Date: \_\_\_\_\_ End Date: \_\_\_\_\_  
(Including set-up) (Including clean-up)

**EVENT 3**

Begin Date: \_\_\_\_\_ End Date: \_\_\_\_\_  
(Including set-up) (Including clean-up)

**EVENT 4**

Begin Date: \_\_\_\_\_ End Date: \_\_\_\_\_  
(Including set-up) (Including clean-up)

**LESSEE INFORMATION**

Person or Group responsible for Event: \_\_\_\_\_

Phone number: Day \_\_\_\_\_ Evening \_\_\_\_\_

Email: \_\_\_\_\_

**EVENT INFORMATION**

Name of Event: \_\_\_\_\_

Where will the event be held? \_\_\_\_\_

Event description: \_\_\_\_\_

Expected attendance\* \_\_\_\_\_

\*If attendance is expected to be 600 or more, a Mass Gathering Permit must be completed. For more information on Mass Gathering Permits, log onto [www.maurycountyoe.com](http://www.maurycountyoe.com) and click on the link *County Mass Gathering Permit* or call (931) 375-1001.

Will a Parks & Recreation Concession Stand be used? \_\_\_\_\_

Will Venders be participating? \_\_\_\_\_ If yes, how many venders are expected? \_\_\_\_\_

What type venders (check all applicable?)

- |                     |                   |
|---------------------|-------------------|
| _____ Food          | _____ Craft       |
| _____ Demonstrators | _____ Art         |
| _____ Games         | _____ Other _____ |

Will Venders be charged a fee? \_\_\_\_\_

Fee amount \$ \_\_\_\_\_

Is the Public invited? \_\_\_\_\_

Will the Public be charged an attendance fee? \_\_\_\_\_

Attendance fee \$ \_\_\_\_\_

How will the event be advertised? \*

- |                  |                   |
|------------------|-------------------|
| _____ Radio      | _____ News Papers |
| _____ Posters    | _____ Flyers      |
| _____ Television | _____ Other _____ |

**\*NOTE: If MCP&R is a partner/sponsor for your event, please list on all marketing materials**

# Application Fee Schedule

Insurance: Please see the Facility Lease Policy for the insurance requirements. Fees: All fees are non-refundable and non-transferrable. **Exceptions are made on a case-by-case basis and at the discretion of Maury County Parks & Recreation.**

**Buildings & Pavilions**

The fee charged pertains to use of the buildings only. Events requiring more than 24-hour pre-event setup and or 24-hour post-event cleanup are subject to an additional \$15.00 per night charge. \*Requires a deposit – varies according to facility.

_____ Baker Building: \$75.00 a day plus \$50.00 deposit	_____ Pavilions/Shelters \$30.00 per day _____
_____ Exhibit Building Conference Ctr \$75.00 weekdays plus \$150.00 deposit \$100.00 weekends	_____ Parks Office Conference Room \$35.00 weekdays \$65.00 weekends
_____ Log Cabin: \$75.00 a day plus \$50.00 deposit	_____ Other _____

~~ Any other area utilized has no fee attached, but should be listed on front of application ~~

**Barns and Arenas**

Post event clean up and removal of waste/shavings is the responsibility of the Lessee and must be completed within 12 hours post event. This includes all stalls used during the event.

_____ Walking Horse Arena: \$100.00 day only (no lights)	_____ Walking Horse Arena: \$225.00 day and or night (lights)
_____ Show Arena: \$100.00 day only (no lights)	_____ Show Arena: \$225.00 day and or night (lights)
_____ Skillington Livestock Barn: \$100.00 a day	_____ Skillington Livestock Barn: \$135.00 a day (lights)
_____ Stall Barns: \$60.00 (large) a day per-barn	_____ Stall Barns: \$30.00 (small) a day

**Fairgrounds**

The fee charged pertains to the fairgrounds only. Maury County Parks and Recreation is not responsible for and cannot provide tents, awnings, tables, chairs. Post event clean up and removal of waste/shavings is the responsibility of the Lessee and must be completed within 12 hours post event. This includes all stalls used during the event.

\_\_\_\_\_ Fairgrounds: \$150.00 a day

**Athletic Fields**

Lessee will not mark fields. No Lines, Logos, Number, etc. Cleanup after the game/event is the responsibility of the Lessee and must be completed immediately post- event.

\_\_\_\_\_ Babe Ruth Field: \$150.00 a day per tournament /\$25.00 a game per seasonal play.  
 \_\_\_\_\_ Football Stadium: \$200.00 a day or 15% of the gate - whichever is greater.

**Concession Stands**

See Concession Contract.

FOR OFFICE USE ONLY:

EVENT 1		EVENT 2		EVENT 3		EVENT 4	
Date		Date		Date		Date	
Fee(s)		Fee(s)		Fee(s)		Fee(s)	
Deposit		Deposit		Deposit		Deposit	
Total		Total		Total		Total	
Receipt #		Receipt #		Receipt #		Receipt #	
Receipt Book		Receipt Book		Receipt Book		Receipt Book	
Rec'd By:		Rec'd By:		Rec'd By:		Rec'd By:	
Key(s)		Key(s)		Key(s)		Key(s)	

# Acknowledgement & Agreement

By signing below, the Lessee and its agents and assigns hereby acknowledge receipt of the Maury County Parks & Recreation *Facility Policy, Facility Agreement* and *Park Rules* and agrees to abide all as outlined or agrees to forfeit the right to use the facilities or to any deposit.

Lessee:

\_\_\_\_\_

Name

\_\_\_\_\_

Date

\_\_\_\_\_

Title (if applicable)

\_\_\_\_\_

Phone #

*FOR OFFICE USE ONLY:*

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\_\_\_\_\_

Director, Maury County Parks & Recreation

\_\_\_\_\_

Date