

**Murfreesboro Greenway System**

**Gateway Island**

**Day Use Only\***

Opens at Daylight, Closes at 10:00 p.m.

*\*Reservations may extend hours with written City approval*

Murfreesboro Parks and Recreation Department welcomes everyone to use this park as a resource for social, educational, leisure and recreational purposes. The following rules are intended to make your visit more enjoyable:

- **Swimming, wading, boating, fishing or feeding the wildlife is not allowed.** The repurified water is not for human consumption or recreational use.
- Please place trash in the cans provided.
- Pets must be on a leash at all times; please pick up after pets.
- Do not leave any personal items unattended.
- Skateboards are prohibited.
- Written approval is required for the use of alcohol on the Island and will only be granted when associated with an event on the Island scheduled through the City.
- Vandalizing or defacing of property will result in arrest.
- No Solicitation.
- Nothing may be sold without prior approval from the City of Murfreesboro.
- Language and music must be appropriate for all ages.
- No one may stand, dance, or lie down on a picnic table or bench.
- The Island is not intended for use by unsupervised minors; a designated responsible adult must be present.
- Island facilities and green space on the Island may be reserved by calling (615) 893-7439 ext 6130. If the area is reserved, other users are prohibited.

**A visitor whose conduct is disruptive, compromises safety, or is otherwise incompatible with the intended purpose of the park will not be tolerated.**

**REPORT PROBLEMS TO:**

Murfreesboro Parks and Recreation Department: (615) 890-5333

Emergency: 9-1-1

Police Non-Emergency: (615) 893-1311

# Gateway Island Rental Information

## **Fees:**

The prices below include a \$100.00 non-refundable reservation fee.

Half-day rentals: 8:00 a.m. to 2:00 p.m. **or** 3:00 p.m. to 10:00 p.m.

Full-day rentals: 8:00 a.m. to 10:00 p.m.

## **Saturday (Full day rentals ONLY):**

Island, including reception center: Full day: \$500 + tax

## **Special Use Saturday Rentals:**

(5k's, Fun Runs and similar events approved through Special Use policies)

Island, including reception center: \$350 (maximum of 8 hours)

## **Sunday – Friday:**

Island, excluding reception center: Half day: \$150 / Full day: \$250

Island, Including reception center: Half day: \$250 / Full day: \$350 + tax

## **Extended time until 11:00 p.m. must be pre-approved.**

ALL event activity and clean-up must be completed by 11:00 p.m. / \$100

## **Equipment Rentals**

<b>Item</b>	<b>Color</b>	<b>Quantity Available</b>	<b>Price</b>
Folding Chairs	White	200	\$2.00 each + tax
6' Rectangular Tables	White	20	\$7.00 each + tax
60" Round Tables	White	24	\$7.00 each + tax

## **Reservations**

Reservations for the Gateway Island are made through the Murfreesboro Parks and Recreation Department. Please call (615) 893-7439, ext. 6130 for more information.

## **Reservation Process**

1. Call (615) 893-7439, ext. 6130 for more information and availability of the Island and to schedule a tour.
2. Submit a Rental Form at the Main Office at Barfield Crescent Park.
3. The Rental Form request will be reviewed. If approved, you will receive an invoice from the Parks & Recreation Department administrative office.
4. Invoice payment is due in full within ten working days of receipt. Make checks payable to: Murfreesboro Parks and Recreation Dept., P.O. Box 748, Murfreesboro, TN 37133-0748. There is a \$20.00 service charge for returned checks.

All rentals are subject to the rules and regulations of the City of Murfreesboro Parks and Recreation Department. Any individual reserving the Island (hereafter referred to as "User") must be 18 years of age or older, and the City reserves the right to verify same.

Rental of the Gateway Island includes access to the event parking area, as well as exclusive use of the Island (area inside the two bridges). Use of the reception center is optional Sunday - Friday, with additional fees. Amenities include restrooms, pavilion, plaza and overlook, and open green space.

The maximum capacity of the Gateway Island is 300 people. The multipurpose room of the reception center has a maximum capacity of 30 people, or 20 people seated at tables.

**Parking- College Street Trailhead, 1902 West College Street**

From I-24, exit at Medical Center Parkway (Exit 76). Turn left onto Medical Center Parkway. Go 1.8 miles and turn left onto Thompson Lane. Turn right onto Gateway Blvd. Turn left onto Garrison Drive. Turn right onto West College Street, and the College Street Trailhead is on your immediate left. After parking, walk across College Street to the Gateway Trail.

Parking is permitted in designated areas only. Guests must park at the College Street and/or General Bragg Trailheads and walk across College Street to access the trails, or you may provide shuttle/valet parking with vehicles or golf carts at the User's expense and liability. During a reservation, the User will be given two parking passes to drive on the Gateway Trail. These passes are to help shuttle equipment, supplies and guests. Please remember that the trails are open for regular greenway use, and the safety of the walkers, runners and bikers is very important to us. Drive slowly and carefully, and yield to all users.

Businesses along the Gateway Island trail are privately owned. Please respect their business hours and do not use their space for parking unless you receive permission. Do not post signs at these private businesses unless permission is given.

**Setup/Breakdown**

At the start of your reservation, a Murfreesboro Parks and Recreation Department staff member will unlock the Reception Center (if rented) and will return at the end of the reservation to lock up and inspect the site. Do not leave the Island unattended when the Reception Center is unlocked. Contact the Greenway Office at (615) 893-7439, ext. 6130 should the hours for arrival and departure change from those indicated on the Rental Form.

Setup and breakdown for the event must take place within the time of the reservation. Under no circumstances may the User enter the Island area before it opens at daylight, and the event must conclude by 10:00 p.m. The area must be clean and vacated by 10:00 p.m. unless prior arrangements have been made. If tents or other equipment are set up early or picked up after the designated reservation, the User will be charged for the additional half-day or all-day reservation. The City of Murfreesboro is not responsible for any items brought to the property or left unattended.

**Electrical Use**

All electrical lines and extension cord placement must meet code criteria as follows: 1) no temporary wiring is permitted, 2) extension cords may not cross walkways, 3) extension cords are to be U.L. listed and sized accordingly, and 4) circuits shall not be overloaded. In the event sound or other high-amperage equipment is to be used, maximum amps per electrical unit shall be listed on application. A sheet showing load limit and amperage available will be furnished upon request.

### **Allowed Uses, Guests and Outside Services**

All equipment brought on to the Gateway Island, including but not limited to tents, amusement games or equipment, band setups, etc., is subject to the approval of the Parks and Recreation Director or designee. Due to the underground irrigation system, setup of tents, amusement games, or equipment must receive prior approval for specific locations. The User is responsible for all guests and outside services, including but not limited to caterers, special event companies, amusement services, etc. The User is liable for any damages to the facilities, equipment, and grounds.

### **Amusement/Entertainment Services**

Amusement and Entertainment Services must be preapproved by the City of Murfreesboro and will require a Certificate of Insurance naming the City of Murfreesboro as additional insured for \$1,000,000 for each occurrence. This certificate is required at least thirty (30) days prior to the scheduled event. Inflatable bounce houses will not be allowed.

### **Catering**

The Reception Center and kitchen must be cleaned immediately after the event. All food, service equipment, decorations and supplies must be removed. The facility must be left in the same condition as it was found. Cooking is not allowed indoors or outdoors on the Island; however, warming of pre-cooked food is allowed.

Catering services, if used, must provide a Certificate of Insurance naming the City of Murfreesboro, 111 W. Vine St., Murfreesboro, TN, as additional insured for \$1,000,000 for each occurrence. This certificate is required at least thirty (30) days prior to the scheduled event.

### **Service of Alcoholic Beverages**

The following regulations dealing with beer and alcoholic beverages must be followed for any event held at the Gateway Island.

1. All state and local regulations governing the consumption and distribution of alcoholic beverages must be followed and obeyed.
2. The only alcoholic beverages that may be brought onto the premises are those that are placed in the possession and control of the User or special event subcontractor. Responsible adult(s) under the direction of the User or subcontractor must dispense all alcoholic beverages. No alcoholic beverages shall be left unattended on the premises.
3. All alcoholic beverages must be served in plastic, paper or aluminum containers. No alcoholic beverages are allowed to be served in glass bottles.
4. Alcoholic beverages may only be served and possessed in the specified location and during the specific hours of the special event as approved by the City of Murfreesboro.
5. Persons who are in possession of an alcoholic beverage must stay within the perimeters of the Gateway Island and shall not cross exit bridges. Under no circumstances may individuals possessing alcoholic beverages be allowed onto the surrounding trails of the Island.

### **Music Amplification and Noise Levels**

Due to the Island's location near a hospital and medical facility, the City's noise ordinance will be strictly enforced. Sound amplification that exceeds the City noise ordinance is prohibited. A copy of this ordinance is available at City Hall or at [www.murfreesborotn.gov](http://www.murfreesborotn.gov).

## **Decorations**

The User may not alter the Island or the existing plants or grounds in any way. Nails, staples and/or tape are not allowed for use on the Island facilities. Only string, zip ties or poster tape may be used to attach decorations. Rose petals, balloons and bubbles are allowed, but must be cleaned up after the event. Artificial confetti, confetti poppers, rice, birdseed, and artificial rose petals are prohibited. Pyrotechnics or fireworks (including sparklers) are prohibited.

Candles such as citronella or decorative candles are allowed, but waxless candles or a ground cover must be used to prevent dripping wax. Large bucket-candles, tiki torches, or any flames larger than 1 ½ inches are prohibited.

Parks and Recreation staff must approve the location of shepherd's hooks or any decorations that are staked *before they are installed* to avoid possible damage to the underground irrigation system.

## **Cleaning of Property**

The facilities and grounds must be left in the same condition as they were found. The User is responsible for removing all equipment, decorations, supplies, and trash (including cigarette butts) left by the event. Food waste and other related items must be properly bagged and placed in the designated areas for trash or removed from the Island. **NO** food, trash or other items shall be dumped or thrown in the pond water. **Absolutely no vehicles allowed across the island bridges.**

## **Cancellation/Refund Policy**

-A full refund minus the \$100.00 non-refundable reservation fee will be given when a patron cancels their reservation at the Gateway Island at least two weeks prior to the reservation date.  
-A 50% refund of total fee paid minus the \$100.00 non-refundable reservation fee when cancelling or dropping out of the facility rental less than 2 weeks prior to the activity, event, etc.  
-No refund day of or after start of activity, event, facility rental, or other rentals and/or services, must give 24-hour notice due to equipment and cleaning prep.