

Guidelines for Shelter Reservations

Murfreesboro Parks and Recreation Department

Murfreesboro Parks and Recreation Department welcomes everyone to use our parks and facilities as a resource for social, civic, educational, leisure and recreational purposes. The following guidelines are set to ensure that park space is preserved for its intended goals and purposes, and remains accessible for all to enjoy.

1. Compliance with Parks and Recreation Policies, Rules and Regulations: All policies, rules and regulations of each park must be followed during the event. Failure to comply with any policy, rule, or regulation may result in the termination or cancellation of the event, and may be cause for denial of future rentals. All events held on City of Murfreesboro property must fit within the following guidelines:
 - a. The activity or use must not unreasonably interfere with or detract from the general public's enjoyment of the park.
 - b. The activity or use will not unreasonably interfere with or detract from the promotion of public health, welfare, safety and recreation.
 - c. The activity or use will not include violence, crime or disorderly conduct.
 - d. The activity or use will not entail extraordinarily or burdensome expense or police operation by the City.
2. Age Requirement: Any individual reserving any Murfreesboro Parks and Recreation Department facility or venue must be 18 years of age or older. The City reserves the right to verify the same.
3. Use of Space Surrounding Shelter: Outdoor shelter space includes a fifty feet (50') perimeter of greenspace for use by event participants, but does not include exclusive use of adjacent playgrounds, volleyball, disc golf, restrooms, or other park facilities.
4. Usage Fee: The group/organization sponsoring the event shall pay the Murfreesboro Parks and Recreation Department a usage fee, as detailed in the Fees and Charges manual prescribed by the department. This fee is due two weeks after the approval of the application, if time allows.
5. Alcoholic Beverages: Alcoholic beverages are not allowed on Murfreesboro Parks and Recreation Department property. Exceptions to alcoholic beverages prohibition may be made at Cannonsburgh Village, Gateway Island, Oaklands Park and Discovery Center & Murfree Springs Wetlands with an approved written rental agreement in accordance with City Code 4-90 and City of Murfreesboro Resolution 08-R-23.
6. Amplified Sound: Use of amplified sound shall be limited as to not interfere with other park users or neighboring residents or businesses, and shall not be audible outside a twenty feet (20') perimeter of the shelter. The City of Murfreesboro Sound Ordinance must be followed, and is available for review at www.murfreesborotn.gov.
7. Cleaning of Event Location: The renter is responsible for arriving/leaving at the established times, and is responsible for returning the facility to the same condition as it was before the rental. The renter should pick up any waste and place in the proper receptacles.
8. Damage to City Property: If the Park facility is damaged or left in an unacceptable condition, the renter may be subject to additional charges and legal action. In addition, damage to City property or the failure to return the facility to the same condition as it was before the rental constitutes grounds for the denying future shelter reservation requests.

9. Inflatables and Other Amusements: Inflatables and other amusements are not allowed without a permit. An **Amusement Permit** will be issued for inflatable “bounce houses” or similar at no additional charge; however, the renter is required to provide a certificate of liability insurance with a minimum of \$1,000,000 combined single limit. “The City of Murfreesboro” (at 111 Vine Street, Murfreesboro, TN 37130) shall be named as an additional insured on the policy. Other amusements require the approval of the Director or the Director’s designee, and may also require liability insurance as stated above. Mechanical amusements (such as carnival rides) will not be permitted. Inflatable and other amusements must be monitored at all times by an individual who is at least 18 years of age. At no times shall amusements be left unattended.
10. Solicitation, Sales, and Fundraisers: No person or group shall interfere with regular park users. Persons outside of the direct participants/guests of the renter shall not be approached or solicited for any goods, services, or affiliation. Any event involving the solicitation for goods, services, donations or affiliation from the general public requires a **Special Use Agreement**. The renter may not charge admission to an event. No sales or commercial enterprise is permitted. Posting of advertisements of any product or service for sale is not permitted.
11. Cancellations: Cancellations of shelter reservations or room rentals must be made a minimum of 7 days in advance, and the reservation fee will be refunded in full. If the event is cancelled in 6 or less days, an administrative fee of \$5 or 5% whichever is greater will be subtracted from the refund. In the event of inclement weather, it is the responsibility of the group/organization to make the decision to cancel. In addition, Murfreesboro Parks and Recreation Department may cancel any and all events due to weather or other unforeseen circumstances. If the group/organization would like to reschedule the event, they may do so as space allows at no additional fee, but must notify the Department within 7 business days of the cancelled reservation.
12. First-Come, First-Served: If a shelter is reserved, other users are prohibited. If there is no reservation card posted, the shelter may be used on a first-come, first-served basis, for a maximum of 2 hours. A shelter reservation is required of all groups of 20 or more individuals.
13. Indemnification of City by Renter: The renter shall indemnify and hold the City of Murfreesboro and its employees, volunteers, and agents harmless for any costs, damages or liability resulting from activities or programs of the renter.

ATTENTION:

If your event or use includes any of the following, a **Special Use Agreement** between the event organizer and the City of Murfreesboro is required:

- Any event in which the number of people in attendance exceeds the capacity of the individual shelter(s);
- Any event involving the solicitation for goods, services, donations or affiliation from the general public;
- Any exhibit, musical or dramatic performance, fair, concert, play, radio or television broadcast, other than a news transmission;
- Any exhibit or display of a motion picture, television program, light or laser light display or similar event;
- Any event involving the erection of a stage, scaffold, platform or other structure;
- Any event involving the erection of tent space (individual or combined) larger than 400 square feet (20’ x 20’);
- All sports tournaments, league sport events and competitive or fundraising races, fun-runs and walks; and
- Any other events interfering with the use of the park or park space outside of the reserved shelter space (see Item 3) by the general public.

Note: Amusement Permit Application, Guidelines for Special Use & Special Use Application are available upon request.