



## Spring/Summer 2017 Field Allocation Instructions

- Clubs must submit all requested forms no later than **Wednesday, January 4, 2017 by noon** to the Farragut Town Hall, 11408 Municipal Center Drive, Farragut, TN 37934 or by e-mail at [arosner@townoffarragut.org](mailto:arosner@townoffarragut.org). All groups will get an e-mail notification that their packet has been received within 1 working day. If you do not receive this notification, please contact Alden Rosner at 218-3373. **Packets will not be accepted by fax.** Fields open for the spring season on Saturday, March 4.
- Each club requesting field allocation **must have at least one representative at the Parks and Athletics Council meeting on Tuesday, January 10 at 7 p.m. in the Farragut Town Hall Board Room.**
- There is a work session scheduled for both rectangular and diamond sports on **Tuesday, January 10 beginning promptly at 6 p.m.** at the Farragut Town Hall Board Room. This time can be utilized by organizations that have requested the same space and times to coordinate their conflicts. This is not mandatory and no Town staff will be in attendance.
- Contracts - stating each organization's field use time and financial obligation as assigned by the Parks and Athletics Council at the Field Allocation meeting, will be mailed to the club's contact person. Contracts must be signed and returned to the Town of Farragut no later than **Wednesday, February 1 by 5 p.m. at the Farragut Town Hall.** Clubs have an opportunity to reduce the number of hours requested and approved by noting this on your contract. Once a club signs and returns the Field Allocation Contract, they are financially obligated for the contracted field time. All reduced field time requested by the club on the Contract will be deducted from the third payment.
- **Clubs that do not attend the scheduled field allocation meeting or who fail to complete the entire packet by the January 4 deadline must wait until fields are released to the public for field reservations on Wednesday, February 8 and will be considered a pre-pay club.**
- Field Allocation Clubs that have completed the field allocation process can reserve additional field time, on a first come, first serve basis beginning on **Wednesday, February 8** by phone or email. Only individuals listed on the request will have the authority to reserve fields for your club.

### Check List – Please Make Sure These Forms Are Included in Your Request!

- **Spring/Summer 2017 Field Allocation Request** \_\_\_\_\_
- **2017 Annual Club Report (Attach Board of Directors if Applicable)** \_\_\_\_\_
- **Spring/Summer 2017 Field Use Policies and Rules (Signed)** \_\_\_\_\_
- **Spring/Summer 2017 Field Request Grids (If Applicable)** \_\_\_\_\_
- **Liability Insurance (\$1,000,000) with the Town as Co-Insured** \_\_\_\_\_



## 2017 Spring/Summer - Important Dates & Deadlines

**Wednesday, January 4:** Field Allocation applications due by 5 p.m.

**Tuesday, January 10 at 6 p.m. at Town Hall:** Field Allocation Work Session (Not mandatory but highly recommended)

**Tuesday, January 10 at 7 p.m. at Town Hall:** Town of Farragut Parks & Athletics Field Allocation Meeting – **Attendance is required for one representative from each club.**

**Wednesday, February 1:** Contracts due

**Wednesday, February 8 at 8 a.m.:** Field rental reservations open to all clubs

**Saturday, March 4:** Fields open for fall season

**Friday, March 31:** MBLP Rectangular Field #3 closes

**Friday, August 4, 2017:** Spring/summer season contract period ends

### **PLEASE NOTE: IMPORTANT DATES**

**Monday, January 16:** Office closed for MLK

**March 13 – 17:** Spring Break

**Friday, April 14:** Office closed for Good Friday

**Monday, May 29:** Office closed for Memorial Day

### **Field Allocation Priority Policy**

The Town of Farragut Parks and Athletic Council will determine final allocations by using the priority guideline below and by considering current community needs and trends. History of compliance with Town of Farragut Parks and Leisure procedures and adhering to group responsibilities will also be considered.

#### **Priority Guideline:**

1. Town of Farragut Sponsored Events
2. Recreational Organizations
3. Competitive/Select Organizations
4. Private Group Event

Tournaments will be balanced with league play and practice. Tournament requests may be submitted at any time during the year.



## **Athletic Fields Available for Rent**

### **Mayor Bob Leonard Park (MBLP) – All fields are lighted: 301 Watt Road**

#### **Diamond Fields:**

- **Upper Softball** - Skinned Infield (285' radius) - 65' & 70' bases; located off main parking lot on Watt Road
- **Lower Softball** - Skinned Infield (275' radius) - 65' & 70' bases; located off upper parking on Watt Road
- **Field 1 (West)** - Skinned Infield (300' radius) - portable mound, 80' bases; located near parking lot on Harrison Lane
- **Field 2 (East)** - Baseball (300' down the line; 325' alleys; 350' center field) - 60'6" mound, 90' bases; located off main parking lot on Watt Road

#### **Rectangular Fields**

- **Field 1** - (200' x 360') – Synthetic Turf; located north of parking lot on Harrison Lane (west side of park)
- **Field 2** - (180' x 336') - Synthetic Turf; located north center of park near upper parking lot on Watt Road
- **Field 3** - (170' x 324') - Bermuda; located off main parking lot on Watt Road
- **Field 5** - (120' x 220') - Fescue; located off parking lot on Harrison Lane (nearest to woods)
- **Field 6** - (120' x 220') – Fescue; located off parking lot on Harrison Lane (nearest to road)

### **Anchor Park (AP) – Fields are not lighted: 11730 Turkey Creek Road**

- **Rectangular field** - (180' x 330') - Fescue
- **Softball field** - (275' down the line; 290' center field)

### **McFee Park – All fields are lighted: 917 McFee Rd.**

- **Field 1** - (195' x 330') - Bermuda) - Due to the proximity to and orientation of the walking trails, this field is not be available for lacrosse use
- **Field 2** - (75' x 120') – Bermuda – Due to the proximity to and orientation of the walking trails, this field is not available for lacrosse use – This field has no goals



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## Spring/Summer 2017 Field Allocation Request

Name of Club: \_\_\_\_\_

Club Address: \_\_\_\_\_

\_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Address: \_\_\_\_\_

Contact Phone: Work \_\_\_\_\_ Cell \_\_\_\_\_

E-mail: \_\_\_\_\_

**Please list up to three other members of your club that will have the authority to reserve fields for your organization. Town staff will only deal with the club contact person or those listed below to control your costs:**

1. Name: \_\_\_\_\_ Position: \_\_\_\_\_

Cell: \_\_\_\_\_ E-mail: \_\_\_\_\_

2. Name: \_\_\_\_\_ Position: \_\_\_\_\_

Cell: \_\_\_\_\_ E-mail: \_\_\_\_\_

3. Name: \_\_\_\_\_ Position: \_\_\_\_\_

Cell: \_\_\_\_\_ E-mail: \_\_\_\_\_



## Spring/Summer 2017 Field Use Policies and Rules

*Please read completely and sign waiver on last page.*

### **Fees, Payments and Rental Hours:**

- Rentals can be made to clubs who provide the Town with a \$1,000,000 liability policy (Town of Farragut must be listed as co-insured).
- Fees are \$15 per hour per natural turf field and \$30 per hour for synthetic turf fields. Payment can be made by check, cash or credit card in person or by phone with credit card.
- Fields are available for use starting at 4:30 p.m. on weekdays and 8 a.m. on weekends. All fields close at 10 p.m.
- **During the winter rental season, reservations on Friday, Saturday or Sundays after 5pm, must be made by the previous Monday at noon.**
- Rental time should include setup, warmup and cleanup; the lights will automatically shut off (they are computerized) 15 minutes after the last rental each evening. Rentals will be booked back to back with no additional time allowance.
- This application is for the rental of fields for practices or games. **Tournaments require completion of the Tournament Application and a deposit.** Please see that document for complete information regarding the use of fields for tournament play.
- Payment Schedule:
  - First Payment Due: **Friday, March 3** (first third of total)
  - Second Payment Due: **Friday, April 21** (second third of total)
  - Third Payment Due: 15 days after the last contracted date for the 2017 spring/summer season. All rainouts and additional rental hours will be factored into the final payment request.
- Late payments: Subject to a late fee of \$50 or 10% of the remaining season's financial liability, whichever is larger. Failure to pay within 30 days will result in forfeiture of future field use.

### **Field Closures:**

- Closures may result from poor playing conditions due to rain or conditions which could cause hazardous safety concerns for the public or damage to the turf.
- It is the club's responsibility to obtain field closure information. This can be obtained by calling the **Athletic Field Infoline at 865-966-2420 and Twitter: @ToFFieldUpdate**. The Infoline is updated on weekdays at 3 p.m. and by 8:00 a.m. on weekends and most holidays with field closure information.
- Signs will also be posted at the park indicating that fields are closed.
- Severe inclement weather during the evening or weekend days may also cause field closures as determined by the Town of Farragut Parks and Leisure Department personnel. The Athletic Field Infoline will be updated at any point during the evening or weekend.
- Fields that are closed due to poor conditions, maintenance, safety issues, etc. are off limits to use by anyone. Failure to comply with this procedure may result in termination of present and/or future field use. Individual teams or participants using closed facilities will be considered representatives of the club in which they participate.

### **Behavior:**

- The use of alcoholic beverages and other narcotics is prohibited on Town of Farragut property.
- Clubs may not use fields unless pre-scheduled. No drop-in use is allowed.
- It is requested that park users refrain from smoking – young lungs are at play!
- Restrooms are open during hours in which the park is open – use the restrooms and not the woods!!!! Failure to cooperate may result in club being banned from use and being arrested for indecent exposure.
- **Clubs understand the Town of Farragut is not responsible for providing background checks on coaches and officials.** Clubs should conduct these within their guidelines.
- Playing fields and spectator areas must be left free of refuse and trash must be placed in the trashcans or dumpster at the park.

### **Equipment, Vehicle Use, Maintenance, Etc:**

- **Clubs are expected to line/stripe the playing fields to be used. Other maintenance (mowing, deep dragging, etc.) will be provided by the Town of Farragut.** No maintenance is to be performed by clubs without prior approval from the Parks and Leisure Department.
- No club may charge or require entrance or parking fees for events.
- No unauthorized vehicles may be driven on athletic fields or paved trails. Vehicles must park in designated parking areas. Vehicles improperly parked will be towed.
- The Town of Farragut is not responsible for any personal property loss, damage to vehicles, etc.
- The Town of Farragut does not provide corner flags (with the exception of the synthetic turf field), temporary goals or other sports specific equipment. All sport specific equipment must be removed immediately after rental unless specifically approved by the Town of Farragut staff (other rules may apply).
- Use of any peripheral items or equipment such as scoreboard controls or public address systems is permitted by special request only. All special requests must be made in writing at least 5 working days in advance.
- No tents, trailers or any other temporary structures may be erected without prior approval by the Town of Farragut.

### **Synthetic Turf:**

- Organizations, except soccer groups, using the synthetic turf field are expected to line/stripe the playing field to be used. Clubs that require specific sports marking lines, other than soccer, must use a temporary paint designed to be used on synthetic turf fields. The Town of Farragut and the manufacturer of the synthetic turf will only allow **Pioneer Athletics Max Chalk or Quik Stripe and use/location of lines must be pre-approved by Town staff.**
- Clubs that require the goals on Town fields to be moved for games or practices on synthetic turf field, must provide a minimum of 2 working days notification prior to game or practice needed. This notification must be made by phone to Parks and Leisure Services staff at 966-7057.
- The Town of Farragut will provide corner flags for soccer groups using the synthetic turf field for games with a minimum of 2 working days notification.
- Rules signs are posted on-site, specific to use of synthetic turf field. These rules include but are not limited to:
  - **NO chewing gum, candy, suckers, food, sunflower seeds, peanuts, etc...**
  - **NO sports drinks or carbonated drinks (coke, sprite, etc.)**
  - **NO smoking, chewing tobacco products**
  - **NO metal cleats**

- NO glass
- All clubs are responsible for informing their members of current guidelines and rules. Clubs are expected to take reasonable measures to insure compliance during their events. Violations may result in the suspension or cancellation of that association's field use contract.

## Release of Liability Waiver

*In exchange for myself or those in my club being permitted to use the athletic fields, it is understood and acknowledged by my signature below that I and/or the individual members of the club have agreed that they will not hold the Town of Farragut liable for any loss or damage resulting from accidents or injuries sustained to person or property, or from theft of property which may occur during use of the facilities of the Town of Farragut.*

*By signing below, I acknowledge that I understand and/or have informed the club that will be using the facilities of the terms and conditions spelled out herein upon which the Town of Farragut has consented to the use of the facilities; and that I and/or the members of the organization have agreed to those terms and conditions and authorized me to sign on their behalf.*

*By signing below, I and/or those in my club agree that no person in the United States shall, on the grounds of race, color, national origin or disability, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving federal financial assistance.*

*By signing below, I and/or those in my club agree that they will report any accidents, incidents or deficiencies with the physical facility during the event to the Town of Farragut staff person on duty or if staff is not present, will report the accident, incident or deficiency within 24 hours to the Human Resources Manager at the Farragut Town Hall, 865-966-7057.*

*By signing below, certify that I and/or my club have provided the Town of Farragut a 3rd party liability insurance policy, with a minimum of \$1,000,000 coverage, listing Town of Farragut as additional insured.*

***By signing below, I and/or those in my club declare compliance with the Tennessee General Assembly Public Chapter 148 'Tennessee Sports Concussion Law' applying to both public and private schools and community recreational leagues, covering all sports, for children under the age of 18 that require a participation fee.***

***By signing below, I and/or those in my club declare compliance with the Tennessee General Assembly Public Chapter 325 'Sudden Cardiac Arrest Prevention' applying to both public and private schools and community recreational leagues, covering all sports, for children under the age of 18 that require a participation fee.***

***By signing below, I acknowledge that I have read and understand the Field Use Policies and Rules.***

Name: _____	Organization: _____
Signature: _____	Date: _____



## **2017 Annual Club Report**

**(Please note that this report is required once a year)**

Please provide the following information:

- General description of your club (include non-profit status, level of competition, age groups, etc.):
  
- Year club was founded:
  
- When did club start using Town of Farragut facilities (if at all):
  
- Expected number of athletes for 2017:
  
- Expected participant fees for 2017:
  
- What other facilities does your club use:
  
  
- Other information that you would like the Town of Farragut to know about your club needs:

\*\*\*\*\*Please attach a list of club board of directors (if applicable)\*\*\*\*\*

*The Town of Farragut Parks & Athletics Council and staff reserve the right to request additional information (i.e. club budgets, etc.) if needed to make an informed decision regarding field allocation and rental*

# Spring/Summer 2017 Rectangular Field Use Grid

For field rentals from Saturday, March 4 through Friday, August 4

Organization:	MBLP #1 Synthetic Turf	MBLP #2 Synthetic Turf	MBLP #3 (Closes March 31)	MBLP #5	MBLP #6	McFee Park (Closes June 1)	Anchor Park
MONDAY	Start Date:	Start Date:	Start Date:	Start Date:	Start Date:	Start Date:	Start Date:
	End Date:	End Date:	End Date:	End Date:	End Date:	End Date:	End Date:
	Time:	Time:	Time:	Time:	Time:	Time:	Time:
TUESDAY	Start Date:	Start Date:	Start Date:	Start Date:	Start Date:	Start Date:	Start Date:
	End Date:	End Date:	End Date:	End Date:	End Date:	End Date:	End Date:
	Time:	Time:	Time:	Time:	Time:	Time:	Time:
WEDNESDAY	Start Date:	Start Date:	Start Date:	Start Date:	Start Date:	Start Date:	Start Date:
	End Date:	End Date:	End Date:	End Date:	End Date:	End Date:	End Date:
	Time:	Time:	Time:	Time:	Time:	Time:	Time:
THURSDAY	Start Date:	Start Date:	Start Date:	Start Date:	Start Date:	Start Date:	Start Date:
	End Date:	End Date:	End Date:	End Date:	End Date:	End Date:	End Date:
	Time:	Time:	Time:	Time:	Time:	Time:	Time:
FRIDAY	Start Date:	Start Date:	Start Date:	Start Date:	Start Date:	Start Date:	Start Date:
	End Date:	End Date:	End Date:	End Date:	End Date:	End Date:	End Date:
	Time:	Time:	Time:	Time:	Time:	Time:	Time:
SATURDAY	Start Date:	Start Date:	Start Date:	Start Date:	Start Date:	Start Date:	Town of Farragut
	End Date:	End Date:	End Date:	End Date:	End Date:	End Date:	
	Time:	Time:	Time:	Time:	Time:	Time:	
SUNDAY	Start Date:	Start Date:	Start Date:	Start Date:	Start Date:	Start Date:	
	End Date:	End Date:	End Date:	End Date:	End Date:	End Date:	
	Time:	Time:	Time:	Time:	Time:	Time:	

Please list exceptions here (ex. No McFee on 7/06/17): \_\_\_\_\_

# Spring/Summer 2017 Diamond Field Use Grid

For field rentals from Saturday, March 4 through Friday, August 4

Organization:	MBLP Field #1 West Diamond	MBLP Field #2 East Diamond	MBLP Upper Softball	MBLP Lower Softball	Anchor Park
MONDAY	Start Date:	Start Date:	<b>Town of Farragut Softball</b>		Start Date:
	End Date:	End Date:			End Date:
	Time:	Time:			Time:
TUESDAY	Start Date:	Start Date:	Start Date:	Start Date:	Start Date:
	End Date:	End Date:	End Date:	End Date:	End Date:
	Time:	Time:	Time:	Time:	Time:
WEDNESDAY	Start Date:	Start Date:	Start Date:	Start Date:	Start Date:
	End Date:	End Date:	End Date:	End Date:	End Date:
	Time:	Time:	Time:	Time:	Time:
THURSDAY	Start Date:	Start Date:	<b>Town of Farragut Softball</b>		Start Date:
	End Date:	End Date:			End Date:
	Time:	Time:			Time:
FRIDAY	Start Date:	Start Date:	Start Date:	Start Date:	Start Date:
	End Date:	End Date:	End Date:	End Date:	End Date:
	Time:	Time:	Time:	Time:	Time:
SATURDAY	Start Date:	Start Date:	Start Date:	Start Date:	<b>Town of Farragut Softball</b>
	End Date:	End Date:	End Date:	End Date:	
	Time:	Time:	Time:	Time:	
SUNDAY	Start Date:	Start Date:	Start Date:	Start Date:	<b>Town of Farragut Softball</b>
	End Date:	End Date:	End Date:	End Date:	
	Time:	Time:	Time:	Time:	

Please list exceptions here (ex. No McFee on 7/06/17): \_\_\_\_\_