



January 22, 2010

HISTORIC
FRANKLIN
TENNESSEE

Dear School Official:

The City of Franklin Parks Department is pleased to provide your school at this time the most up-to-date information in order to provide the best customer service as possible. Our mission is to foster community cooperation, innovations and opportunity by providing quality services to Franklin residents and businesses in an efficient, effective and economical manner. We are dedicated to preserving, enhancing and protecting your parks, green spaces and outdoor facilities in a fiscally responsible manner for present and future generations.

The year 2009 was especially exciting because two new parks opened for the public: The Park at Harlinsdale Farm and Liberty Park Disc Golf Course/Playground. The 200-acre Park at Harlinsdale Farm has endless opportunities for school field trips while offering unbridled views and the chance to experience and enjoy this natural and historical piece of land. The 5-acre pond creates a dynamic backdrop for biology and science classes. Liberty Park is 85-acres and provides a wonderful setting for outdoor school group activities. The 10-hole disc golf course is nestled along a scenic hillside and full of possibilities for tree identification with the City Arborist as well as open space for field day activities. The playground is one of the largest within the park system while the poured-in-play surface provides handicapped accessibility and tons of fun!

The City of Franklin Parks provide a wonderful opportunity for field days, play days, picnics or outdoor fun for your organization, school group, pre-schools, church, day camp, day care and athletic teams. By coordinating your activity with the Parks Department, each group is assured the best location for their events, competitions or activities. There are a few new policy changes and fee structures that may apply to your group. To ensure the best possible service, below and listed on the following pages are a list of *frequently asked questions*. The Franklin Parks Department hopes you find this guide easy to navigate so all school groups utilize the facilities our wonderful city has to offer. **Please pass this guide along to potential user groups within the school system, i.e. teachers, athletic director's, field day coordinators, in order to utilize and identify parks for specific needs.**

FREQUENTLY ASKED QUESTIONS

PARKS AND PAVILIONS:

Why should schools contact the Parks Department at least 2-weeks prior to your scheduled event?

- Conflicts can be avoided with other scheduled groups
- Verification that the park will be open for use
- Maintenance and mowing rescheduled
- Allows us to avoid overuse of the facilities
- Coordination for bus access and parking
- Ability to direct the group to the correct park for your activity
- Provide trash receptacles
- Assist in coordinating parking and emergency access for large event (buses)

Reserved park usage

This includes those who reserve a park space through the City with parties of 50 people or more. Liability insurance is required.

Drop-in park usage –

This includes those who drop in at the various park sites without reserving the site, but are less than 50 persons. This is on a first come, first served basis unless there is a scheduled City Park Sponsored Event or a permit has been authorized and issued.

How do we reserve the Passive Parks and Pavilions?

A call to the Parks Dept. office at 794-2103, would start the process for checking availability and distributing the appropriate paperwork. (See attachment “A”)

What Parks are best for our schools events?

All City parks provide wonderful opportunities for field days, picnics, etc. By coordinating your activity with the Parks Department each school is assured the best location for specific events, eliminating the chance of overlapping.

Now What?

Follow the instructions on page 4 & 5 to request ALL of your schools’ annual events and field trips. Consider it one stop shopping. The more thorough and pre-planned the schools are, the more cost effective it will be in the long run. Any activities added after you submit the initial application will require another \$100 application fee.

RECOMMENDED PARKS FOR LARGE “SCHOOL/CHURCH” GROUPS

(Visit our website for a complete park system list at www.franklintn.gov)

JIM WARREN PARK (705 Boyd Mill Avenue; 58 Acres)

- | | |
|----------------------------|----------------------------|
| 8 Tennis Courts | 2 ½ Mile Walking Trail |
| 2 Pavilions (one enclosed) | Skatepark (16,000 sq.ft.) |
| 12 Lighted Baseball Fields | 1 Outdoor Basketball Court |
| 4 Football Fields | Fish and Release Pond |
| 2 Multi-purpose Fields | 2 Playgrounds |

ASPEN GROVE PARK (3200 Aspen Grove Drive; 14 Acres)

- | | |
|-----------------------------------|-------------------------|
| Large covered pavilion with grill | Walking Trail (.8 mile) |
| Restrooms | |
| Open Space | |
| Spencer Creek/Wetlands | |
| Children’s Playground | |

LIBERTY PARK(1661 McEwen Road; 85 Acres)

- | | |
|----------------------------------|------------------------|
| 3 tournament play baseball field | Concession & restrooms |
| Children’s Playground | 10-Hole Disc Golf |
| Open Space | Multi-purpose field |

PINKERTON PARK (405 Murfreesboro Rd.; 34 Acres)

- | | |
|-----------------------|-------------------------|
| Tinkerbell Playground | Grills |
| 2 medium pavilions | Walking trails (1 mile) |
| 1 large pavilion | Restrooms |
| Children’s Playground | |

FIELDSTONE PARK 1377 Hillsboro Rd.; 37 Acres

- | | |
|-------------------------|-----------------------|
| 4 Adult Softball Fields | Grills |
| Restrooms | Children’s Playground |
| 2 Large Pavilions | |
| Multi-purpose field | |

FT. GRANGER PARK (105 Fort Granger Drive; behind Pinkerton Park)

- 13 Acre Historic Battle site
- Boardwalk
- Interpretive Signage
- Open Space

WINSTEAD HLL PARK (4023 Columbia Pike; 61 Acres)

- | | |
|----------------------|------------|
| Historic Battle site | Open Space |
| Restrooms | |
| ¾ Mile Walking Trail | |
| Interpretive Signage | |

EASTERN FLANK BATTLEFIELD PARK (1343 Carnton Lane; 114 Acres)

- 2 indoor meeting spaces {Large Room 1120 sq ft, Small Room 912 sq ft.}
- Accommodates 150 assembly, 77 seated
- Large concrete outdoor space for tenting (75’ x 100’)
- Groups: Combination indoor/outdoor – up to 500 people

THE PARK AT HARLINDALE FARM (239 Franklin Rd; 200 Acres)

- Perfect for play days, festivals, graduations, fundraisers, science field trips, and picnics etc...Acres of usable field space. (Passive only, no organized sports except cross country)

ATHLETICS AND SPORTS FACILITIES:

Are schools required to reserve athletic fields and tennis courts?

Yes. The Parks Dept. has contractual agreements with clubs/organizations to serve recreational youth/adult sports. The Lessee has priority of the athletic facilities during a specific season. Requests for fields and tennis courts will be taken at the beginning of each school year on a first-come, first-served basis. (See attachment "B")

Is there a fee to use City athletic fields and tennis courts?

Yes. Any school group must complete a School Facility Use Application/Agreement. (See attachment "B")

Does my school have to pay if it is just practice or a one time tournament?

Yes. These requests will be addressed on an "as needed" basis and require a School Facility Use Application/Agreement. (See attachment "B")

GENERAL:

What is the refund policy?

All application fees are non-refundable.

What is the refundable damage deposit?

Athletics/Sports Teams: A check in the amount of \$150.00 is due prior to the start of the practice/play season or tournament. This damage deposit will be refunded within two weeks after the practice/tournament/season ends if user groups have left the parks facilities free of trash, debris and damage after each practice/game.

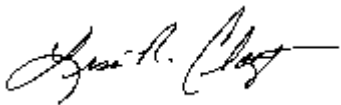
School Groups: A check in the amount of \$150.00 is due prior to the school year. Schools groups utilizing the Park Facilities for activities must submit the damage deposit along with the application that will be applied to all activities during the course of the current school year. It will be refunded if no damage has occurred, at the end of the school year.

Insurance Requirements?

The School District provides the City of Franklin a \$1,000,000 liability certificate naming the City as additionally insured. Each public school within the district falls under this umbrella policy.

Thank you for taking the time to read and distribute this important information. We were fortunate to accommodate over 25 different schools and numerous church groups this past season within and outside of Williamson County. If you have any further questions, please contact Parks Program Coordinator is Anna Shuford. Anna can be reached at 794-2103 or by e-mail at annas@franklintn.gov to schedule or explain any information. For any Athletics and Sports school information, please contact Parks Athletic Foreman, Paige Cruse. Paige can be reached at 794-2103 or by e-mail at paige.cruse@franklintn.gov.

Sincerely,



Lisa R. Clayton
Parks Director

City of Franklin

2010-11 School Year Park Procedures

(For securing field trips, runs, picnics, sports facilities, pavilions, walking trails and activities)

- 1. Fill out one PARK USE APPLICATION (A) &/OR SPORTS FACILITY USE APPLICATION/AGREEMENT (B) for each school requesting special consideration/accommodations in the parks.**
- 2. On page 5, please list ALL REQUESTED DATES, PARK LOCATIONS, and TYPE OF EVENT, PARTICIPANT NUMBERS, AND PRIMARY CONTACT. *(Any dates added after initial submission will require additional application fees per date request)***
- 3. Attach \$100 non refundable check per school.
Attach \$150 refundable Damage Deposit check per school.
(Make payable to the City of Franklin)**
- 4. MEETING REQUIRED:
10 DAYS Prior to EACH Event, call Programming Division to schedule an onsite meeting 615-794-2103.

10 DAYS Prior to EACH Sports Facility request please contact
Paige Cruse, Athletic Foreman 615-794-2103.**
- 5. A confirmation via email will be sent to inform schools on approved dates and any conflicts or rescheduling needed.**
- 6. All Parks and Athletic Fields are scheduled up to a year in advance and includes all public schools, private schools, pre-schools, day camps, day cares, YMCA , Boys and Girls club, the public , non profits and businesses in and outside of Franklin and Williamson County. Therefore it is in your best interest to plan ahead and secure your dates as far in advance as possible. All spaces are on a first come first served basis.**
- 7. Return Application packets and fees to: City of Franklin Parks, PO Box 305, Franklin TN 37064.**

