




# MEMORANDUM

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July 31, 2014

**TO:** Board of Mayor and Aldermen

**FROM:** Eric Stuckey, City Administrator   
Special Events Advisory Team

**SUBJECT:** Franklin High School Homecoming Parade

## **Purpose**

The purpose of this memo is to outline recommendations for the Franklin High School Homecoming Parade.

## **Background**

Franklin High School has requested street closures for their annual Homecoming Parade scheduled September 26<sup>th</sup>. The parade will stage along West Main Street from Five Points to (approximately) 11<sup>th</sup> Avenue. The parade begins at 10:30 a.m. The route concludes at 2<sup>nd</sup> Avenue and Church Street in the Church Street Parking lot. Estimated attendance is 1600 - 1700.

## **Recommendation**

The following recommendations/conditions are made if the event is approved:

- Applicant will provide a Good Neighbor letter which will be distributed to affected neighborhoods.
- **Risk Management:**
  - Certificate of insurance naming the City as additional insured has been received.
- **Police Department:**
  - Organizers will hire eleven (11) off-duty Franklin Police Officers to provide street closures and security during the event.

OFFICE USE ONLY:  
Permit No:  
\_\_\_\_\_



# CITY OF FRANKLIN PARADE PERMIT APPLICATION

Application is Due 90 Days Prior to Scheduled Event.  
Please read application carefully and fully complete each section.  
**A non-refundable application fee of \$100 is due at time of filing.**

Note: Filing the application does not guarantee that the parade request will be granted  
I am requesting a:  street closure  parade permit  
 other special event  beer served (separate permit required)

Please supply the following information. If additional space is needed, use a separate sheet of paper and attach to the application

- 1) Location requested (if Temporary Street Closure only, list major roads to be closed)  
 Aspen Grove Park  Liberty Park  Eastern Flank Battlefield  
 Field Stone Farms  Pinkerton Park  Other: **Main Street**  
 Jim Warren Park  Harlinsdale Farm
- 2) Name/ purpose of event: **Franklin High Homecoming Parade**
- 3) Date or dates of event: **Friday, September 26, 2014**
- 4) Time of event: **Beginning: 10:30am (9:15 set-up) Ending: 11:00am**
- 5) Time of street closure (if applicable): **10:30-11am**  
**Set-up Date/Time: 9/26/14 at 9:15 am Tear-down Date/Time: 9/26/14 at 11am**  
\*Note: Two (2) hours will be added before set-up time and two hours (2) will be added after tear-down to allow time for clean-up. Event is responsible for payment of Franklin Police Officers during this time. Read Additional Requirements sections for more information.
- 6) Name of Applicant and Organization Requesting Permit:  
**Willie Dickerson, principal; Franklin High School**
- a) address:  
**Franklin High School**  
**810 Hillsboro Road, Franklin, Tennessee 37064**
- b) Phone: **615-472.4450** c) cell: **N/A** d) fax: **615-472-4478**
- e) Email address:  
**willied@wcs.edu**
- 7) Person in charge on day of event:  
**Betsy Taylor** cell: **210-6987** email: **betsyt@wcs.edu**
- 8) Name and Cell Number of at least two others available on day of event:  
**Willie Dickerson** cell: **394-4587** email: **willied@wcs.edu**

9) DETAILED description of event:

***The FHS Homecoming parade is an annual event that many members of the community have come to look forward to each year. The FHS student council works with businesses of the downtown community to foster a spirit of community and make the parade and the homecoming a success and event of which the city may be proud. The FHS Homecoming parade provides an opportunity for the community to come together in support of the school. The floats and student cars provides an opportunity for students to display pride in their community and demonstrate spirit for their school. The parade is a positive tradition that many community members and alumnus look forward to each year.***

10) ENCLOSE A DETAILED MAP of event site, detailing any temporary or permanent structures, street closures, parking, etc. If applicable, list the location, blocks, streets, and/or intersections in which such event will occur. *For large-scale events, map should be obtained from the City's DIS division.*

***Main Street at 5<sup>th</sup> Avenue to Main Street at 2<sup>nd</sup> Avenue – See Map.***

11) An estimated number of persons who will participate and an estimated number of attendees expected to attend during the course of the event:

***Approximately 400 – 500 students will participate in the parade  
Approximately 1200 students will view the parade  
Members of the community may view the parade***

12) Please attach a list containing the names, addresses, and phone numbers of the chairperson of the organization and all other persons involved in the management or control of your organization.

***All parade activities are being organized by the administration of Franklin High School in conjunction with the student council and the student council mentors. The organizers may be reached by contacting the school – 615.472.4450***

- 13) Is your organization based in Williamson County: **YES**
- 14) Is your organization authorized to do business in Tennessee? **YES**
- 15) Is your organization a tax-exempt organization as described by the Internal Revenue Code Section 501(c)(3) or a not-for-profit organization? If yes, please attach a copy of IRS tax exemption letter providing proof of status. **YES**
- 16) Will you charge and admission/participation fee (including vendors)? If yes, please specify how much per person/vendor. **NO**
- 17) Will any charity, gratuity, or offers be solicited or accepted during the event? **NO**
- 18) Is this event a fundraiser? If yes, what organization will be benefactor of event? What percentage of funds will they receive? **NO**

- 19) Will parking in the area of the parade need to be restricted or prohibited during such closure?  
**NO**
- 20) Will any sound amplification equipment be used during the parade?  
**NO**
- 21) For what purpose will sound amplification be used (i.e. announcements, entertainment, etc.)? **N/A**
- 22) What type of sound amplification will be provided (DJ, Band, etc.)? Please list all that apply.  
**Only school marching band**
- 23) During what time period is sound amplification requested? **N/A**
- 24) If for entertainment, give details of entertainment being provided (i.e. number of musicians, type of music, amp wattage, etc.) **N/A**
- 25) Will any stages, amusement attractions, or amusement rides, including inflatables, be erected for this event? If yes, Applicant must give specific details as to the location and types of games/activities, i.e. inflatables, horseshoes, relay races, etc. along with the name of the company providing the sates and/or activities. Applicant must also include a copy of that company's insurance certificate indicated coverage and listing the City of Franklin as additional insured. \*\*\*For stages, tents, inflatables, etc. constructed on site prior to the event, that date must be included on Certificate of Insurance provided to the City of Franklin. Stages **MUST** be removed from site and end of event. \*\*\*Rented inflatables/interactive that are set-up and manned by applicant must be included specifically in applicant's Certificate of Insurance.  
**NO**
- 26) What, if any, vendors will be present at event (i.e. medical related, shirts, arts, etc.) Please provide detailed list. Use additional sheets. **NO**
- 27) Will food, beverages, or merchandise be sold or given away? If yes, clean-up is required. Please provide name of clean-up provider, contact, and phone number of person on-site during event. See Questions #28. **NO**
- 28) Events under 200 participants require a \$250 refundable security deposit at the time of approval. For events over 200, a \$1000 security deposit is required upon approval. If clean-up is not done properly, the organization requesting the permit will be fined (See attachment A). Applicant's event coordinator or representative and a City of Franklin representative will conduct a Pre-Event meeting prior to event date for Pre-Event Check list Site Review. *At the end of the event, a Post-Event Check List shall be completed by the Applicant's event coordinator, or representative, and a City of Franklin representative to re-assess the site for trash and damage, and to secure with caution tape and signage (Provided by event group) any tents left for removal.* Damage deposit will be refunded after a satisfactory Post Event Check List has been completed and signed off on by both the City of Franklin and organization requesting event.

29) **\*NOTE:** Events that include deep frying cooking oil operations are required to have a grease pit on-site and contract with a **grease waste hauler** to handle the grease waste and removal of the grease pit. A copy of this agreement shall be filed along with this application. The primary event sponsor is required to remove all cooking grease from the site immediately after the event. Illegal dumping of cooking grease will be prosecuted. *Please read Additional Requirements section of this application for more information.*

30) Will you require a temporary water tap? **NO**

31) Will alcohol, beer, and/or wine be given away or sold? **NO**

32) Will your event include tents or other temporary structures, propane use, or open flames? **NO**

33) Attach Good Neighbor Letter and Mailing list used. *Please read Additional Requirements section of this application for more information.*

**TITLE VI OF THE 1964 CIVIL RIGHTS ACT**

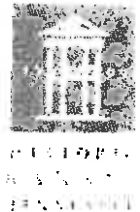
"No person in the United States shall, on the ground of race, color, or national origin be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance."

The City of Franklin does not discriminate based on race, color or national origin in federal or state sponsored programs, pursuant to Title VI of the Civil Rights Acts of 1964 (42 U.S.C. 2000d). For more information or to file a complaint against the City of Franklin under Title VI of the 1964 Civil Rights Act, contact the Title VI Coordinator:

Risk Manager  
City of Franklin  
109 Third Avenue South  
Franklin, Tennessee 37064  
615.791.3277

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*The City of Franklin is committed to providing reasonable access and accommodations upon request for people with disabilities. Please call the Risk Management Department at (615)791-3277 for specific requests.*



**PLEASE READ ATTACHMENTS BEFORE SIGNING APPLICATION.**

- 1) I/We agree to abide by all ordinances and regulations of the City of Franklin and all conditions placed upon the event by the City Administrator and the Board of Mayor and Aldermen.
- 2) I/We do swear or affirm that all of the information given in this application is true and complete.
- 3) I/We do hereby agree to assume the defense of and indemnify and save harmless the City, its aldermen, boards, commissions, officers, employees and agents, from all suits, actions, damages or claims to which the City may be subjected of any kind or nature whatsoever resulting from, caused by, arising out of or as a consequence of such event and the activities permitted in connection there with, and to submit a certificate of insurance prior to the event in an amount acceptable to the City Administrator.
- 4) I/We agree to provide a copy of this signed Event Application to any vendors, planners, and related parties associated with the event to ensure they are familiar with the guidelines set forth herein.
- 5) I/We understand that I/we assume the responsibility of the actions of any vendors, planners, and related parties for this event.
- 6) I/We understand that granting of Special Event Permit does not imply granting of other permit that is separately required.
- 7) The application for an event permit shall be filed not less than 90 days nor more than 364 days prior to the scheduled date of such event. Suggested filing is at least 180 days prior to scheduled event. Events should not be advertised or promoted until an event permit has been obtained from the City. Failure to file in a timely manner may result in denial of a permit.
- 8) The City reserves the right to require one or more City of Franklin police officers or other emergency personnel be present at any and all events that occur within the city limits. Please budget for this request at a rate of \$30 per hour at a minimum of two (2) hours.

BY: Eric S. Stuckey Date: 6/23/14  
 (Signature and title - must be officer of organization)

Approved by the Board of Mayor and Aldermen on \_\_\_\_\_, 20\_\_.

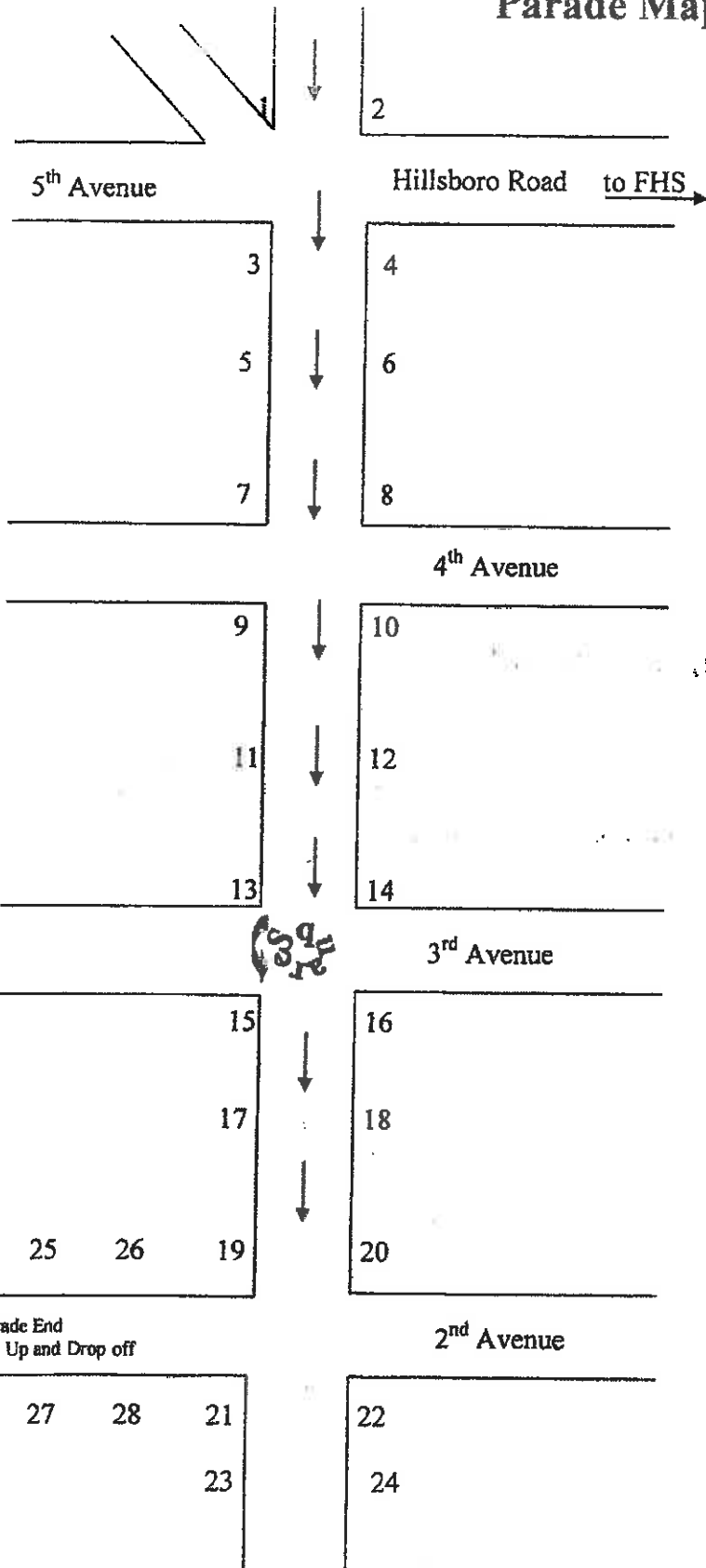
\_\_\_\_\_  
 Dr. Ken Moore, Mayor

\_\_\_\_\_  
 Eric S. Stuckey, City Administrator

*If you have questions concerning your request, please call 615-550-6606.*

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 \* **Return application to:** \*  
 \* City Administrator's Office \*  
 \* City Hall \*  
 \* 109 Third Ave South \*  
 \* Franklin, TN 37065 \*  
 \* 615-791-3217 \*  
 \* 615-790-0469 (FAX) \*  
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# Parade Map



The Franklin High School Homecoming Parade will begin final staging on West Main Street. Cars and floats should approach West Main from 11<sup>th</sup> avenue. The parade will progress down Main Street turning right on 2<sup>nd</sup> Avenue and concluding at the gravel parking lot near the end of 2<sup>nd</sup> avenue.

Class floats need to be parked on the right side of West Main Street between 7<sup>th</sup> and 8<sup>th</sup> Avenues (in the wide shoulder) before the street becomes a one-way street. The floats need to be downtown by 9:15 on Friday September 26, 2014. The parade will begin at 10:30 on Friday. Please be on time. Make sure you allow enough time to transport your float.

If you have any questions on the day of the parade, please call Betsy Taylor at 210-6987.





# Franklin High School

810 Hillsboro Road,  
Phone: (615) 472-4450

Principal: Willie Dickerson

Assistant Principals: Jason Eubanks,  
Shane Pantall, Nicole Patton,  
Marlon Ruck



Franklin, TN 37064  
Fax: (615) 472-4478

Counseling Center: Gwen Parks,  
Angela Sawyers, Leticia Varela  
Dan Winfree, Susan Womack  
Counseling Fax: (615) 472-4479

*An International Baccalaureate School*

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June 23, 2014

Dear Franklin Community,

It is with great excitement that we announce Friday, September 26, 2014 will be Franklin High School's Homecoming. Following our longstanding tradition, we will have a parade through downtown at 10:30am on Homecoming Day. The students and faculty always anticipate with great excitement this day of celebration, as do many in the community. We appreciate all of the support and encouragement the greater Franklin community regularly offers to our school, students and staff.

Please do not hesitate to contact us at school if we can be of any assistance to you as we continue to plan for Homecoming 2014.

Sincerely,

A handwritten signature in black ink that reads "Willie Dickerson".

Willie Dickerson  
Principal, Franklin High School  
615-472-4450 x. 4469  
[willied@wcs.edu](mailto:willied@wcs.edu)