

**Facilities Usage Policies and Procedures
A Survey Conducted for the City of Pulaski
June 2005**

Contact	Do you allow use of your park facilities for concert venues or large events that are not city-sponsored?	Do you have written procedures to govern the use of the facilities? If so, please attach them.	Do you charge for their use? If so, please attach a fee schedule.	Do you require the event sponsor to post a bond? If so, how much do you require?	Does the city take out additional insurance coverage for the event?
Brentwood Dave Bunt, Dir. of Parks and Rec. 615-371-2208	Do not have a community center. Only lease pavilions to non-profits.	Nothing written.	\$250 special event fee	No. Event sponsor must show proof of insurance \$1million in liability insurance and City must be named as insured.	No.
Clarksville Jennifer Byard, Facilities Super., Dept. of Parks and Rec. 931-645-7476	Yes.	Yes. See attachment	Yes. See attachment	\$650,000 in liability insurance required with the City named as additional insured. See attachment	No.
Cleveland Patti Pettit, Interim Parks and Rec. Dir. 423-479-4129	Yes.	Yes. See attachment	Yes. See attachment	\$300,000 in liability insurance	No.
Franklin Anna Shuford, Program Coordinator, Parks and Recreation Dept. anna@franklin-gov.com	Do not currently have a park that will accommodate 2000-3000 people	Yes. See attachment	Yes. See attachment	No. Event sponsor must show proof of insurance \$1million in liability insurance and City must be named as insured.	No.
Hendersonville Wanda Proctor, Admin. Assistant 615 822-3898	Yes. Shelter that will hold up to 200 people.	Yes. See attachment	Yes. See attachment	Must have certificate of insurance-- no amount specified. Certificate must be provided to city for verification.	No
Jackson	Yes. 2 facilities	Yes.	Yes.	No bond	No

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Sylvia Pinson, Dir. of Parks and Recreation 731-425-8398		See attachment	See attachment		
Johnson City Tom Alexander, Director of Parks and Recreation (423)283-5809	Yes.	Yes. See attachment	Yes. See attachment	\$1 million bond required.	N/A
Kingsport Judy Hickman Parks & Recreation (423) 229-9457 hickmanj@ci.king sport.tn.us	Yes.	Yes. See attachment	Yes. See attachment	Renter of Civic Auditorium required to show of proof \$1 million in liability insurance.	No.
Nashville Jackie Jones, Public Information Officer Metro Board of Parks and Recreation (615) 862-8400 jackie.jones@nas hville.gov	Yes. Fourth of July Celebration is expected to exceed 50,000 people.	Yes. See forms on website at: http://www.nashville.gov/parks/forms.htm Also see attached documents.	Charge for the rental of community centers at the rate of \$50 per hour with a minimum of 2 hours. See forms website for more detailed information. http://www.nashville.gov/parks/forms.htm	Event sponsor are required to show proof of \$1 million in liability insurance. Metro Insurance dept. may require more depending on the event. City must be named as insured.	No.