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Note: Fees shown are hourly rates

| TENNIS COURTS | Resident Tennis Courts with Lights | Resident Tennis Court with no Lights | Minimum Rental Time Per Court | Non Resident Tennis Court With Lights | Non Residents Tennis Court with no Light | Youth Non- Profit | Attendant Fee After Normal Operating Hours |
|-----------------|------------------------------------|--------------------------------------|-------------------------------|---------------------------------------|--|-------------------|--|
| Alpharetta | \$8 | \$10 | 2 Hours | \$8 | \$10 | | |
| Gwinnett County | \$5 | | 2 Hours | \$8 | | \$3 | \$15 |
| Peachtree City | \$25 | \$20 | | \$75 | \$55 | | |
| Roswell | \$2 | \$2 | | \$3 | \$3 | | |
| Johns Creek | | \$5 | | | \$8 | | |

fee applies at two facilities

| PAVILIONS | Resident Small | Non-Resident Small | Resident Large | Non-Resident Large | Non-Profit Small | Non-Profit Large | Attendant Fee |
|-----------------|----------------|--------------------|----------------|--------------------|------------------|------------------|-------------------------------|
| Alpharetta | \$15 - \$25 | \$15 - \$25 | \$25 - \$100 | \$25 - \$100 | \$15 - \$25 | \$25 - \$100 | |
| Gwinnett County | \$35 | \$45 | \$60 | \$90 | \$30 | \$45 | \$15 (included in hourly fee) |
| Peachtree City | \$25 | \$75 | | | | | |
| Roswell | | 50% | | 50% | | | |
| Johns Creek | \$25 | | \$40 | | | | |

fees vary depending on the facility location and size, and the number of people who will be using it (max. cap. = 300)

| ATHLETIC FIELDS | Resident Baseball Softball | Non-Resident Baseball Softball | Resident Multi-Purpose | Non-Resident Multi-Purpose | Resident Football Soccer | Non-Resident Football Soccer | Lighting | Youth Non-Profit Sports Field | Attendent Fee | Minimum Rental Time |
|-----------------|----------------------------|--------------------------------|------------------------|----------------------------|--------------------------|------------------------------|--------------------|-------------------------------|--------------------------------|---------------------|
| Alpharetta | \$45 | \$45 | \$45 | \$45 | \$45 | \$45 | \$25 | | varies | |
| Gwinnett County | \$25 | \$30 | | | \$25 | \$30 | \$15 (after 11 pm) | \$20 | \$15 (after 4 pm and weekends) | 3 Hours |
| Peachtree City | \$25 | \$40 | | | | | | | | |
| Roswell | \$10 | \$10 | \$10 | \$10 | \$10 | \$10 | \$40 | | | 2 Hours |
| Johns Creek | \$45 | | | \$45 | | | \$25 | | | |

fees vary depending on location and size of facility, and day of the week that the facility is rented

| MEETING ROOMS | Resident Small Room | Non-Resident Small Room | Resident Large Room | Non-Resident Large Room | Non-Profit Small Room | Non-Profit Large Room | Attendent Fee During Non-Staff hours | Minimum Rental |
|-----------------|---------------------|-------------------------|---------------------|-------------------------|------------------------|------------------------|--------------------------------------|-----------------------|
| Alpharetta | \$23 | \$23 | \$35 | \$35 | 1/2 price (gym rental) | 1/2 price (gym rental) | included in fee | 4 Hours (on weekends) |
| Gwinnett County | \$35 | \$55 | \$50 | \$75 | \$30 | \$40 | \$15 | 2 Hours |
| Peachtree City | \$35 | \$85 | \$50 | \$135 | | | | |
| Roswell | \$30 - \$40 | \$45 - \$60 | \$50 | \$75 | | | | |
| Johns Creek | \$25 | | | | | | | |

depending on the facility, kitchens rent for an additional \$10 or \$25 flat fee

tables and chairs are included with rental: kitchen rental is an additional \$20 fee

Source: Agency Staff or Published Rates From Website

APPENDIX: CPRP CRITERIA

2008 CPRP Candidate Criteria (rev. January 1, 2008)

The standards for the Certified Park and Recreation Professional (CPRP) are as follows. The CPRP must:

Hold a bachelor's degree from an NRPA accredited program, verified by official transcript, and pass the CPRP examination; OR

Hold a bachelor's or higher degree from a regionally accredited education institution (from a non-NRPA accredited program), verified by official transcript, with a major in recreation, park resources, or leisure services; have no less than 1 year of full-time experience in a recreation, park resources, or leisure service position that encompasses each domain of the job analysis following the degree; and successfully pass the CPRP examination; OR

Hold a bachelor's or higher degree from a regionally accredited education institution, verified by official transcript, with a major other than recreation, park resources, or leisure services; have no less than 3 years of full-time experience in a recreation, park resources, and leisure position that encompasses each domain of the job analysis following the degree; and successfully pass the CPRP examination; OR

Hold a high school diploma, equivalency certificate, or associate's degree from a regionally accredited institution, verified by official transcript/documentation; have no less than 5 years of full-time experience in a recreation, park resources, or leisure services position that encompasses each domain of the job analysis following the diploma/degree; and successfully pass the CPRP examination.

Students who have not yet graduated from an NRPA accredited program with a major in recreation, park resources, and leisure services but are in their final semester may be able to qualify for exam status. They may complete the CPRP exam prior to the completion of the internship requirement and academic degree attainment. Certification may be granted upon passing the CPRP exam and after submission of official transcript/documentation verifying graduation. All students must apply through the NRPA office.

Due to changes in the certification criteria, as approved by the NCB in February 2007, no new applications will be accepted for the Provisional Park and Recreation Professional (PPRP) or the Associate Park and Recreation Professional (APRP). Current designees will be evaluated for potential inclusion in the CPRP program using the aforementioned criteria. Designees that do not meet the stated criteria may retain their designation by submitting a renewal application and continuing education units (CEUs).

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APPENDIX: RECREATION AUTHORITY BYLAWS

BY-LAWS GAINESVILLE PARKS AND RECREATION BOARD (Recreation Authority)

ARTICLE I PURPOSE

Section 1: The name of this organization is “The Recreation Board” of the City of Gainesville, Georgia, and is an organization and agency of The City of Gainesville created pursuant to the provisions of O.C.G.A. 36-64-1, et seq., and vested by law with powers granted to similar agencies under the laws of the State of Georgia.

Section 2: Empowered by Special Election passed and adopted on the 2nd day of December, 1924. (Amended and adopted on the 15th day of December, 1987.)

Section 3: The “Special Election of 1924” and the city government of Gainesville established the “Recreation Board of the City of Gainesville” and empowered said Board to provide, establish, maintain and conduct a supervised recreation system and to levy an annual tax of not less than 0.75 of one mill or more than one mill on each dollar of assessed valuation of all taxable property within the corporate limits of the City.

Section 4: To provide, establish, maintain and conduct a city-wide wholesome and cultural program of recreation activities; to participate actively in local, state and national recreation affairs; to educate the citizens of the City of Gainesville by dissemination among them information concerning the development, growth and continued progress of the recreation movement.

ARTICLE II BOARD MEMBERSHIP

Section 1: The Board shall consist of nine (9) members, each of whom shall be resident citizens of the City of Gainesville, and who shall serve without pay; the terms of office of the board members shall be five (5) years, or until their successors are appointed and qualified, except that the members of such Board first appointed and additionally appointed shall be appointed for such terms that the term of one member shall expire annually thereafter; the board members shall be appointed by the Mayor and City Council of the City of Gainesville pursuant to the direction of OCGA 36-64-5. In addition to the appointed members of the Board, the Mayor or other member of the City Council shall serve as an ex officio member of the board.

ARTICLE III **POWERS OF BOARD**

Section 1: The Board is empowered to provide, establish, maintain and conduct playgrounds, athletic fields, recreation centers and other recreational activities and facilities; to maintain and equip playgrounds, athletic fields, recreation centers, buildings and facilities, to employ play leaders, playground directors, supervisors, recreation directors/administrators or such other officers and employees as it deems necessary proper. The Board shall also have the power to adopt rules and regulations for the proper conduct of public recreation for the City of Gainesville. Said Board shall have the power to conduct any form of recreation or cultural activity that will employ the leisure time of the people of the community in a constructive and wholesome manner, and for such purposes are empowered to carry on such facilities and activities on any of the properties owned or controlled by the City, with consent of the governing officials, or on any other properties with the consent of the owners thereof.

ARTICLE IV **BUDGETS AND REPORTS**

Section 1: The Board shall submit to the governing officials of Gainesville a budget for its approval. Upon approval of said budget, the Board shall be responsible for the administration of the provisions of the same. The Board may receive fees and revenues from the operation of recreation facilities and programs, and may also solicit or receive gifts or bequests of money, personal or real property, or donations which it may apply, either principal or income, for temporary or permanent uses for playgrounds or other recreational purposes.

Section 2: The Board shall make a full and complete annual report to the governing officials of Gainesville, and make such other reports as may be required from time to time.

ARTICLE V **OFFICERS**

Section 1: The officers of the Board shall be a chairman, a vice-chairman, and a secretary-treasurer.

Section 2: The officers shall be elected annually, and shall serve for the term of one year, or until their successors are elected and qualified. Any or all officers thus elected may serve consecutive years, if re-elected, but shall serve no more than two (2) consecutive one year terms in the office for which they are elected. There shall be at least a one year lapse for any member vacating the Chairman's position before they can be eligible to be elected to the Executive Committee. All officers shall be elected by majority vote after proper nomination and second. In case of a tie, the vote will be postponed until the next meeting with a majority vote.

Section 3: The chairman shall preside at meetings of the Board, shall appoint committees, and perform all other duties generally pertaining to the office of chairman.

Section 4: The vice-chairman shall perform these duties in the absence of the chairman.

Section 5: The secretary-treasurer or their designee shall keep a record of minutes of the meetings of the Board, record all official actions of the Board, have custody of its books and records, which shall be housed at the office of the Director, give notices to the members of meetings, and shall attend to such duties as may be assigned to him by the Board. The secretary-treasurer of the Board or their designee shall receive all monies for the Board and deposit them in such depositories as the Board may direct. Shall pay all charges and bills approved by the Board for payment, and shall render to the Board a statement at such intervals as the Board may direct, itemizing the expenses and income for the period reported.

Section 6: The Board shall also employ a Director of Recreation, who shall act as assistant secretary-treasurer to the Board, and who shall perform such executive and administrative duties as are usually required of such employees, administrators and such others as may be imposed by the Board. Without limiting the generality of the duties assigned, shall serve as a technical advisor to the Board, in which to conduct studies, develop plans and recommend policies for its consideration and action; shall select, organize, train, and supervise the administrative staff, including volunteers, assign duties and maintain good relationships between these workers; select or approve activities to be carried on, special features to be presented, services to be provided and new projects to be initiated, as well as to supervise the organization and conduct of the entire recreation program. Shall also direct the expenditure of Agency funds in accordance with budget appropriations, prepare annual estimates of the Agency's financial needs, supervising the keeping of complete records of receipts and disbursements. Shall conduct studies of local conditions and needs affecting recreation, check the effectiveness of the various Agency services and keep informed as to developments in the recreation field. Shall interpret recreation to the Board Members and the general public, arrange for publicity, maintain proper liaison with other officials and agencies concerned with recreation, participate in neighborhood or city-wide recreation councils or other groups. All of the duties, responsibilities and actions of the Director shall be subject to approval by the Board.

ARTICLE VI **COMMITTEES**

Section 1: There shall be three standing committees - Executive, Planning & Development and Community Relations appointed by the Chairman.

Section 2: Each committee shall consist of a chairman and at least two or more members of the Board.

Section 3: The Executive Committee shall consist of the elected offices of the Board -

Chairman, Vice-Chairman and Secretary-Treasurer. This committee shall be concerned with the overall operation of the Agency, including budget, personnel, policies and procedures. The committee is subject to call by the chairman. All action taken will be recommendation only, subject to approval by the full Board.

Section 4: The Planning and Development Committee shall be concerned with the maintenance, renovation/capital improvement of all existing buildings, parks and all other recreation related facilities. Plan and work jointly with the professional staff on all land acquisition, design, development and special projects. Make recommendations for short range and long range master planning for future facilities.

Section 5: The Community Relations Committee shall be concerned with the promotion, publicity and dissemination of information on all parks and recreation services. Plan and work jointly with the professional staff in planning and implementing an on-going system of interesting, involving and informing the community of the diversified programs, activities, events and facilities available for their leisure pursuits. Develop strong public relations with the local newspapers, radio, civic clubs, organizations and other community media to assure sound communications.

Section 6: All other committees necessary to operate the Board in an efficient and effective manner shall be appointed by the Chairman.

ARTICLE VII MEETINGS AND ATTENDANCE

Section 1: The Board shall meet the second Monday of each month at 5:30 PM, unless by majority vote of the Board at a regularly scheduled meeting, the Board changes the meeting date and/or time due to conflicts and that adequate public notice is given in accordance with the GEORGIA OPEN MEETINGS ACT AS AMENDED, VOLUME 50, CHAPTER 14.

Section 2: Meetings will be conducted at the offices of the Gainesville Parks and Recreation Agency or its designated site.

Section 3: Special meetings of the Board may be called at the request of the Chairman, Director or by a majority of the members of the Board.

Section 4: Any five members of the Board shall constitute a quorum for the transaction of business.

ARTICLE VIII
AGENDA ITEMS

Section 1: It is the duty of the Board to establish and enforce all policies and procedures governing the operation of the Parks and Recreation Agency.

Section 2: All meetings of the Board are open to the public. Minutes of all meetings are on file in the Administrative office of the Agency.

Section 3: The Board meets every second Monday of the month at 5:30 PM. Meetings will be conducted at the Administrative offices of the Agency or its designated site.

Section 4: Regular meeting agendas are distributed the Friday before each second Monday. Agency preparation is each Wednesday before the second Monday.

Section 5: If a citizen or citizen group of the City of Gainesville wishes to be included on the monthly agenda, they must notify the administrative office no later than seven (7) days before agenda preparation. All requests will be honored depending upon the number of items and the length of the established agenda.

Section 6: Required Citizen Request:

- A. Date requested
- B. Title of presentation
- C. Time needed
- D. Written summary of presentation
- E. Group represented
- F. Name of person making presentation
- G. Signature, address and phone number

ARTICLE IX
FISCAL YEAR - BOARD YEAR

Section 1: The fiscal year of the Agency shall conform to that of the City of Gainesville for budgetary purposes - July 1 through June 30.

Section 2: Board member appointments shall conform to the calendar year.

ARTICLE X AMENDMENTS

Section 1: Amendments to the By-Laws may be approved by majority vote at any regular meeting of the Board provided written notice of the proposed amendment is given to all members at least seven (7) days prior to the meeting.

Section 2: The proposed amendment(s) must be reviewed by the City Attorney prior to any action taken by the Board.

GUIDELINES AND OBJECTIVES

THE BOARD

Section 1: The Parks and Recreation Board:

- Provides a clearly identified vehicle for direct citizen input to the operation of the agency.
- Sets policies and procedures that affect the way the parks and recreation services are provided.
- Helps bring leisure service concerns before the public and elected officials.
- Relieves appointed and/or elected officials of the day-to-day responsibilities of the parks and recreation agency.
- Works in harmony with elected officials who maintain final authority through appointments to the Board and approval of the annual budget.
- Provides continuity in the operation of the Agency by staggering its member's terms.
- Creates citizen leadership in planning, developing, directing and conducting leisure pursuits for all persons in the community.
- Has citizens, selected for their abilities and interest, to become policy makers, planners, evaluators and advocates for developing an outstanding and effective system of leisure service.

POINTS OF INTEREST

Note: Points of Interest are desirable objectives in relation to the proper role of an individual Board Member and/or the Board as a body.

“In the City of Gainesville with a carefully selected Recreation Board, members must recognize that their job is to determine policies, not to administer them. They do not use their position for political, financial, or personal advantages; they recognize their trusteeship and devote the

time needed to learn their job and to carry out their responsibilities. They make decisions in board meetings and avoid outside commitments on departmental business. They do not assume the functions of the executive by attempting to dictate how details shall be carried out, by interfering with employment procedures, or by dealing directly in an executive capacity with subordinate workers. A sound principal in board-executive relationships is for the Board to give the executive the authority within the limits of its policies to organize and conduct the affairs of the agency as long as his efforts produce the desired results.”

Section 1: The principal function of the Board is to formulate policies for the government of the Agency.

Section 2: Management is concerned with the execution of the policies established by the Board which is clearly a function of the Director of the Agency. Encroachment by the Board upon the prerogatives of the Director is destructive of good management and tends to break down the system of responsible administration.

Section 3: No committee nor individual member has any authority unless such authority is specifically granted to him for the achievement of a certain purpose.

Section 4: Members of the Board shall deal officially with the recreation staff only through the Director. Caution must be exercised in conversing with employees relating to any subject concerning the Agency since this tends to break down the desired results of sound administration.

Section 5: Members of the Board must exercise knowledge and skill in making and enforcing reasonable rules and regulations for the management of the recreation authority.

Section 6: Members of the Board must be careful not to permit their authority to be influenced by pressures adverse to the best interests of the Agency. They must always bear in mind that all recreation facilities and programs are to be utilized for and in the best interest of the entire citizenry and not for a select group.

Section 7: Members of the Board are urged to work together as a team in maintaining the highest confidence of conducting business of the Board and Department.

Section 8: When the Board votes on any decision of policy it is considered to be the thinking of the group and should be accepted by everyone regardless of their vote.

Section 9: Members of the Board are guides and counselors. They study the broader phases of operation, leaving to the Director all administrative details. They should, whenever possible, avail themselves to the Director when requested to give counsel or advice on problems concerning the Agency.

APPENDIX: RECREATION AUTHORITY BYLAWS

Section 10: Members of the Board should always keep abreast of new developments in the field of recreation.

Section 11: In visiting the recreation areas in an official capacity, it is a good policy to do so under escort of the Director or someone designated by him.

Section 12: Members of the Board should always insist upon the maintenance of the highest standards.

Section 13: Members of the Board should, when designated to do so, be willing to represent and speak for the Agency at official occasions. Examples: public hearings and conferences.

Revised 2-12-07

APPENDIX: GENERAL ZONING PROVISION

Open Space

1. A minimum of ten percent (10%) of the site shall be landscaped open space.
2. Each retail development shall contribute to the establishment or enhancement of the community and public spaces by providing at least two community amenities such as patio/seating area, water feature, clock tower, and pedestrian plazas or benches. Such features shall be:

MIX District

N. **Minimum Common Outdoor Area** - Twenty percent (20%) of the total site area shall be common outdoor area and shall be maintained by the property owner(s).

CUP (Community Unit Plan) District

1. Common outdoor area consisting of not less than 550 square feet per unit shall be provided for recreation in all developments of 20 or more acres.
2. Land area proposed for open space or recreation shall be allocated among the use areas in proportion to the ratio of a neighborhood population to the total CUP population so that acreage devoted to open space is reasonably accessible to all residents. The planning team identified the park classification using the NRPA standards and also a classification based on the actual use patterns of the park. These along with a discussion on use patterns are provided for each park later in this section.

Community Standard 12E-3 12E.4. C. Pedestrian and Bicycle Circulation

1. Five foot wide concrete sidewalks are required along all public road frontages.
2. Hard surface multi-purpose paths and greenways, a minimum of 8 feet, may be substituted in lieu of sidewalk. Multi-purpose paths and greenways approved by the Mayor and City Council may be located either within the landscape strip or within the public right-of-way as approved by the Community Development Director.
3. Pedestrian paths are required from the public sidewalk to the main entrance of the principle use. Truck loading and parking areas of industrial and warehouse-distribution uses are exempted from this requirement.
4. Pedestrian paths shall be indicated on the site plan submitted at the time of application for a Land Disturbance Permit.
5. Street furniture shall be located outside the specified width of any pedestrian path and sidewalk
6. Pedestrian paths shall be a minimum width of five feet.

Conservation Subdivisions

20.9. DEFINITION OF OPEN SPACE

Open space is the portion of the conservation subdivision that has been set aside for permanent protection. Activities within the open space are restricted in perpetuity through the use of an approved legal instrument.

20.10. OPEN SPACE REQUIREMENT

Each conservation subdivision shall provide a minimum of 40% of its total gross acreage as open space as defined by this ordinance. The open space shall be designated on the site analysis map, development plan and subsequently recorded on the final plat.

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SAMPLE ATHLETIC ASSOCIATION AGREEMENT

FACILITY USAGE AGREEMENT

It is [COMMUNITY] Government Policy that Facility Agreements may be established with incorporated non-profit organizations for the express purpose of providing youth sports for the youth of our community. This agreement provides for use of governmental resources by the organization for the benefit of the youth in the community. Therefore all proceeds from the Youth Sports Program must be used to benefit the designated Youth Program.

This agreement made and entered into, between the [LOCAL GOVERNMENT], and the [LEAGUE NAME] hereinafter referred to as the League, for the express purpose of providing playing facilities for a youth program for the participants of the above mentioned League. This league must be a non-profit organization. Any proceeds above League expenses for the period of this agreement must be designated in one of the following manners; proceeds to be used for this program during the next facility agreement period, proceeds to be used for reduction of existing league debts, proceeds to be used for the improvements to Parks and Recreation facilities, or proceeds must be turned in to the [LOCAL GOVERNMENT] and deposited in the General Fund.

In the event the program terminates and the organization has a fund balance after meeting league expenses, the fund balance must be used for approved Parks and Recreation improvements or returned to the [LOCAL GOVERNMENT]'s General Fund. All required field improvements must be submitted to the [PARKS AND RECREATION DEPARTMENT] in writing for approval prior to implementation of any action.

For the purposes of this agreement "Government" shall be the [LOCAL GOVERNMENT], "Department" shall be the [PARKS AND RECREATION DEPARTMENT], and "Director" shall be the director of the [PARKS AND RECREATION DEPARTMENT].

GENERAL TERMS:

1. Each program shall conduct Criminal Records Checks on all volunteers before volunteers are assigned specific duties. All Leagues are required to enforce [LOCAL GOVERNMENT]'s minimum standards for prospective volunteers in positions dealing with children. Individuals found to have a history of any of the following are ineligible to participate in youth programs.
 - Any illegalities dealing with children/minors.
 - Any illegalities of a sexual nature.
 - Drug-related convictions within 2 years.
 - Drug Trafficking convictions within 5 years.
 - Any crimes of violence within 2 years.
 - Any pattern of alcohol-related convictions leading up to the present.

All leagues are required to keep accurate up to date records and will be subject to demonstrate record checks have been done on any volunteer specified by [LOCAL GOVERNMENT].

APPENDIX: SAMPLE ATHLETIC ASSOCIATION AGREEMENT

2. The facility agreement only provides usage of the park facility at the time and location designated herein.
3. No participant may be turned away or excluded from participation. If exceptions arise, permission is to be requested in writing from the Director of Parks and Recreation.
4. The League shall abide by all local, state, and federal laws regarding all activities, including but not limited to employment, labor, revenue, and construction.

A. FACILITY:

1. Name of League:
 Name of Park(s):
 Name/location of Field # 1:
 Name/location of Field # 2:
 Name/location of Field # 3:
 Name/location of Field # 4:
 Name/location of Field # 5:
 Name/location of Field # 6:

2. Length of Contract: From _____ To _____

Times (Daily Schedule) Field # 1 Times (Daily Schedule) Field # 2

| | | | | | |
|-----------|------------|----------|-----------|------------|----------|
| Monday | From _____ | To _____ | Monday | From _____ | To _____ |
| Tuesday | From _____ | To _____ | Tuesday | From _____ | To _____ |
| Wednesday | From _____ | To _____ | Wednesday | From _____ | To _____ |
| Thursday | From _____ | To _____ | Thursday | From _____ | To _____ |
| Friday | From _____ | To _____ | Friday | From _____ | To _____ |
| Saturday | From _____ | To _____ | Saturday | From _____ | To _____ |
| Sunday | From _____ | To _____ | Sunday | From _____ | To _____ |

Times (Daily Schedule) Field # 3 Times (Daily Schedule) Field # 4

| | | | | | |
|-----------|------------|----------|-----------|------------|----------|
| Monday | From _____ | To _____ | Monday | From _____ | To _____ |
| Tuesday | From _____ | To _____ | Tuesday | From _____ | To _____ |
| Wednesday | From _____ | To _____ | Wednesday | From _____ | To _____ |
| Thursday | From _____ | To _____ | Thursday | From _____ | To _____ |
| Friday | From _____ | To _____ | Friday | From _____ | To _____ |
| Saturday | From _____ | To _____ | Saturday | From _____ | To _____ |
| Sunday | From _____ | To _____ | Sunday | From _____ | To _____ |

Times (Daily Schedule) Field # 5

| | | |
|-----------|------------|----------|
| Monday | From _____ | To _____ |
| Tuesday | From _____ | To _____ |
| Wednesday | From _____ | To _____ |
| Thursday | From _____ | To _____ |
| Friday | From _____ | To _____ |
| Saturday | From _____ | To _____ |
| Sunday | From _____ | To _____ |

Times (Daily Schedule) Field # 6

| | | |
|-----------|------------|----------|
| Monday | From _____ | To _____ |
| Tuesday | From _____ | To _____ |
| Wednesday | From _____ | To _____ |
| Thursday | From _____ | To _____ |
| Friday | From _____ | To _____ |
| Saturday | From _____ | To _____ |
| Sunday | From _____ | To _____ |

NOTE: The [PARKS AND RECREATION DEPARTMENT] will have the right to schedule any additional leagues or games that it might deem necessary to its participants, should the need arise, (i.e., T-Ball, Small Fry, Pony Tail, Softball). If the field is not being used at the above specified times, it will become open to other individuals or groups.

B. MAINTENANCE AND CONSTRUCTION OF FIELDS AND STRUCTURES

1. The Department reserves the right to add to, repair or make any changes it deems necessary to the facility. Normal maintenance or the maintenance requested by the League will be provided as the Department's budget would allow.
2. Any request for pre-season maintenance repairs must be submitted in writing to the Superintendent of Parks Maintenance by October 1 to allow for these projects to be reviewed and/or scheduled into the normal work periods, budget permitting.
3. No coach, manager, player or league official shall use divisional equipment or supplies at any time unless specifically authorized in writing by the Department director or his designee.
4. Any permanent improvement(s) the League desires to add, build, etc., must be presented to the Director of the Department in writing (to include plans & specifications, etc.) and must have prior written approval of the Director of Parks and Recreation. All proposed capital improvements exceeding \$10,000 in value must be bonded (letter of credit acceptable) for the total value of the improvement.
5. The Department will no longer provide marking dust and diamond grit to leagues. The maintenance staff will mark and drag fields for games if fields are deemed playable. If more than 5 bags of diamond grit need to be used for a field, the field will be considered not playable and will not be marked. Additionally, if the league decides to add more infield mixture and play without authorization, the league will be responsible for repairing any damages to the field and hold harmless the [LOCAL GOVERNMENT] for any player injuries due to wet conditions.

C. GRANT APPLICATION INFORMATION (If funds are appropriated, the Department will offer the opportunity for leagues to apply for grants).

1. The League must submit an application to the Department for consideration of any requested financial support. Application forms are available at the Department of Parks and Recreation's athletic section. Completed forms shall be returned to: Recreation Superintendent, Department of Parks and Recreation.
2. The application must be accompanied by: a statement of how the funds (if allocated) will be used; a statement defining the number of males and females in the program; a statement defining the types of fields being used and who is using them; a statement at the end of the season explaining the impact the funds made on the particular program; a financial statement for the previous year of operation.

APPENDIX: SAMPLE ATHLETIC ASSOCIATION AGREEMENT

3. Applications may be filed on an annual basis in accordance with the application timeline deadline attached hereto.

D. MISCELLANEOUS

1. The League will be responsible for securing all umpires and scorekeepers to officiate their games.
2. The League will be responsible for inspecting the field before each game and will assume responsibility for any safety problems.
3. The League must submit a certificate of all insurances to the Department before the first use of the facility each season. The [LOCAL GOVERNMENT] must be included as an Additional Insured.
4. All checks written by the League must require signatures of (2) two League Board members. Board members authorized to sign checks may not be related.
5. The League must submit a schedule of regular season games (to include make up days for rain outs, etc.) to the Department no later than two weeks in advance of the first game. The League must notify the Department of any schedule changes 24 hours in advance.
6. The League must submit a schedule of the teams practice times and field locations to the Department no later than two weeks in advance of the first practice. If a pattern of reserving but not using fields becomes apparent, the Department has the right to cancel this agreement in part or in total.
7. The League President or his/her designee will be the only contact with the Department.
8. Fields must remain open unless authorized in writing by the Director, or his/her designee. The Director will consider requests for locks for security purposes at field locations where vandalism, etc. are problems. When requests for locks are granted, locks may not be placed on fields prior to 9 PM and must be removed by 8 AM the following day. Under conditions where leagues have been given permission to lock fields, Parks and Recreation must be provided keys to such locks.
9. Leagues that operate a concession stand(s) on a specified park must enter into a concession agreement with the [LOCAL GOVERNMENT] for this privilege and adhere to the Department's vendor agreements for such things as concession items and soft drink products.
10. Leagues must have telephones at league sites. Phone service must be set up by the League and under the Leagues name, with the League assuming full responsibility for all costs relating to establishing and continuing service on site. Note: Availability of cell phones does not meet this requirement.
11. All leagues are required to follow the Parks and Recreation Severe Weather Policy.
12. No later than one month after the conclusion of League play, the League must furnish financial information (copy of forms enclosed) to the Department from the prior year to include, but not limited to, the following items: number of participants in all leagues, registration fee for each participant, booster club fee for all participants; cost for umpires; cost for scorekeepers; number of

APPENDIX: SAMPLE ATHLETIC ASSOCIATION AGREEMENT

game balls for each game and unit cost; total cost per game; cost per child per game; yearly league budget amount; annual revenue and sources of revenue; annual itemized expenses for the league(s); annual concession income; annual concession expenses, a summary of current assets, and a copy of the League's completed IRS Form 990.

13. No later than one month after the conclusion of League play, the League must furnish gender information (copy of form enclosed) to the Department from the prior year to include the following: types of programs that are run by the League; number of boys and number of girls that are participating in each league; the number of games provided for both boys and girls; the times that the boys play in comparison to the girls; what fields the boys play on in comparison to the girls; cost per player for boys and girls; cost per game for boys and girls; practice time afforded boys and girls.
14. The League must furnish equity information to include, but not limited to, the following: scholarship information and participation by race.
15. Because the [LOCAL GOVERNMENT] is tracking program participation and facility usage county-wide, the League must submit a complete roster of all participants including gender, race, age, and address. Names of participants are not required.
16. This facility agreement is made and entered into between the [LOCAL GOVERNMENT] and the League. The League is not allowed to sub lease this agreement to any other organization without written prior approval by the [LOCAL GOVERNMENT].
17. In the event the League plans to charge admission for tournament games, a written request of the anticipated charge, including method of collecting charges, must be submitted to the Department Director, or his/her Designee, 15 days in advance of the anticipated charge. The Director, or Designee, will provide a written response to the League request.
18. The League must distribute copies of the Department of Parks and Recreation Physical/Verbal Altercation Policy to all League participants. In the event your league experiences unsportsmanlike conduct from players, fans, spectators, coaches, etc. please report the incident on the next business day to the Athletic Director. The investigation will begin immediately and the procedures outlined in the Handbook will be followed. The League will be asked to fully cooperate by providing written statements from all individuals involved in the incident, as well of statements from spectators who witnessed the incident(s). During the investigation, the individual(s) accused will be suspended from all sporting activities and/or sports-related events.
19. Sports lights must be turned off by 11:15pm. If exceptional situations arise, such as tournaments or excessive rainouts, the league must request permission in writing from the Director of Parks and Recreation. Repeated abuse of this policy may result in measures including but not limited to requiring the league to pay electric bills.
20. Failure of the League to honor any or all of this agreement shall relieve the Government of any commitments herein agreed upon and shall make this agreement null and void.

APPENDIX: SAMPLE ATHLETIC ASSOCIATION AGREEMENT

Any alterations to this agreement must be made in writing and must be agreed upon by the League and the Government before the alteration is implemented.

The [LOCAL GOVERNMENT] and its Department of Parks and Recreation prohibits discrimination on the basis of financial ability to pay, race, color, national origin, age, sex, religion, or special needs in its programs and/or activities.

E. SIGNATURES

DIRECTOR, [PARKS AND RECREATION DEPARTMENT] LEAGUE PRESIDENT (Print or Type Name)

STREET ADDRESS

CITY STATE ZIP CODE

WORK PHONE HOME PHONE

E-MAIL ADDRESS

LEAGUE PRESIDENT SIGNATURE

DATE

HIGHEST ELECTED OFFICIAL, [LOCAL GOVERNMENT]

DATE

ATTEST

SAMPLE GEOCACHE PERMIT

For office use only:

Approved

Denied

Hold

Date:



Metro Nashville and Davidson County Parks Geocache Placement Site Permit Application

Once you have submitted this application, you will be notified whether your request has been approved. Please follow all placement procedures in order to have your request processed quickly (see "Guide to Hiding").

Mail the completed form to: *Recreation & Event Specialist, Warner Parks,
50 Vaughn Road, Nashville, TN 37221* or email: lisa.king@nashville.gov

1. Name _____ Geocache Name _____
2. Address _____
3. Phone (____) _____ Cell or 2nd Phone (____) _____
4. E-mail address _____
5. Cache name _____
6. Park Name and Location coordinates _____
7. Nearest parking area (description and coordinates) _____

8. Physical description of area _____

9. Type of cache _____
10. Physical description of container _____

The permit is valid for 6 months. After six months, the permit will be reviewed.

We require that you monitor this cache monthly and you maintain it to be family friendly. The cache should contain no food, alcohol, firearms, drugs, dangerous items or adult items. Please direct people seeking your cache to follow established trails. In many areas, we do not allow off trail hiking in order to preserve the natural resources.

Metro Parks has a maximum limit of 50 caches allowed in the park system. The number of caches in each park is limited by acreage; less than 20 acres- 1 cache, 21 to 50 acres- 2 caches, 51 to 100 acres- 3 caches, and greater than 100 acres- 5 caches.



Guide to Hiding a Cache in a Metro Nashville Park

All caches placed on park property must be permitted. This is a guide explaining requirements for having your cache approved. Once you have reviewed and followed these requirements, submit your permit application for approval. For additional information about geocaching, visit www.geocaching.com or call Warner Parks at (615) 370-8051.

Step 1 - Research a cache location

When thinking about where to place a cache in Metro Parks, keep these things in mind:

- **Will it be easy to get to?** - Try to find a place that will take a bit of time to get to, preferably on foot – Do NOT bury the container or place off trail.
- **Will it be easy to find?** - If it is too visible, or close to busy roads, trails, etc. there's a good chance someone may stumble upon it. But don't make it too difficult!
- **Will the location disturb other park users or the environment?** - Be respectful of the areas you are thinking about placing the cache. For example, if it's the location of an endangered species or off-trail with delicate ground cover, keep in mind that others will be walking in these areas. Be mindful to protect the environment, resources, and historical areas found in parks.
- **Is the location unique or interesting?** - The big reward for geocachers, other than finding the cache itself, is the location. A prime hiking spot, great viewpoint, unusual location, etc. are all good places to hide a cache.
- **Will your cache be a traditional or micro?** – Depending on the location, decide whether to place a traditional or micro cache.
- **Does it meet requirements to be listed on the geocaching.com web site?** - Be sure to review the guidelines on geocaching.com for listing a geocache on their web site.

Step 2 - Preparing Your Cache

Use a water resistant, snow resistant, etc. container. Plastic buckets, tupperware (or rubbermaid) containers, or film canisters. **Caches in military ammo boxes are NOT allowed in Metro Parks.** You will need to attach a Metro Parks and Geocaching.com permit label to your cache so that someone who doesn't play can figure out what it is if they happen upon it. It's also recommended to have a note to welcome the cache finder and let them know what it is all about. Geocaching.com has a letter you can use in both [Microsoft Word format](#) and [Text format](#). You can also put goodies in the cache. Keep it fun and family oriented. Some ideas of items placed in cache boxes:

- CDs, Trading Cards, gift certificates, dollar bills, keychains, etc.
- Cheap toys - play-doh, erasers, action figures, etc.
- **Do NOT put food or candy in a cache!** Critters will bite, nibble or swallow your cache in an attempt to get to the goodies.
- **No alcohol, tobacco, firearms, prescription or illicit drugs.** The permit is subject to all rules, regulations, and ordinances of the Metropolitan Government.

Step 3 - Report the Cache

Submit your Metro Parks permit application. If the cache is approved, the permit label will need to be attached and a photograph taken of the cache in its park location. Once the picture is received, you are then ready to report the cache to geocaching.com.

Step 4 - Maintain the cache

Once you place the cache, it is your responsibility to maintain the cache and the area around it. Metro Parks permits are only valid for six months. You'll need to return as often as you can to ensure that your cache is not impacting the area, and ensure that the cache is in good repair.

| FACILITIES | Classification | Acreage | Baseball/Softball Field | Basketball Court (outdoor) | Batting Cage | Community Center | Concession/Kitchen | Dog Park | Football Field | Golf Course (holes) | Gymnasium | Multi-purpose Field | Open Field | Outdoor Classroom | Pavilion/Shelter | Picnic Area | Playground | Recreation Center | Restroom Facility | Soccer Field | Tee-Ball | Tennis Court | Trails (miles) | Track | Volleyball (Sand) | |
|---|----------------|---------|-------------------------|----------------------------|--------------|------------------|--------------------|----------|----------------|---------------------|-----------|---------------------|------------|-------------------|------------------|-------------|------------|-------------------|-------------------|--------------|----------|--------------|----------------|-------|-------------------|--|
| CITY OF JOHNS CREEK PARKS AND FACILITIES | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Autrey Mill Nature Preserve and Heritage Center | NP | 34.2 | | | | | | | | | | | | | 1 | | | | | | | | | | | |
| Newtown Park | R | 48.3 | 2 | 2 | | 1 | 1 | 2 | | | | 2 | | | 5 | | 2 | | 1 | | 1 | 6 | | | | |
| Ocee Park | R | 36.2 | 7 | 2 | | | 1 | | | | | | | | 3 | | | | 1 | | 1 | 2 | | | 2 | |
| Shakerag Park | R | 68.3 | | 2 | | | | | | | | 2 | | | 3 | | 1 | | 1 | | | 4 | | 1 | | |
| TOTAL | | 187 | 9 | 6 | 0 | 1 | 2 | 2 | 0 | 0 | 0 | 4 | 0 | 0 | 12 | 0 | 3 | 0 | 3 | 0 | 2 | 12 | 0 | 1 | 2 | |
| SCHOOLS | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Chattahoochee High School | HS | 37.9 | 1 | | | | | | 1 | | | | | | | | | | | 1 | | 4 | | 1 | | |
| Northview High School | HS | 73.8 | 2 | | | | | | 1 | | | | | | | | | | | | | 5 | | 1 | | |
| North Fulton High School | HS | 35.2 | | | | | | | | | | | | | | | | | | | | | | | | |
| Autrey Mill Middle School | MS | 25.3 | 1 | 2 | | | | | | | | 1 | | | | | | | | | | 4 | | 1 | | |
| River Trail Middle School | MS | 29.7 | 2 | 2 | | | | | | | | 1 | | | | | | | | | | 4 | | 1 | | |
| Taylor Road Middle School | MS | 38.2 | 1 | 3 | | | | | | | | 1 | | | | | | | | | | 4 | | 1 | | |
| Abbott Hill Elementary School | ES | 32.9 | | 2 | | | | | | | | | 1 | | | | | | | 1 | | | | | | |
| Barnwell Elementary School | ES | 24.7 | | | | | | | | | | | 1 | | | | | | | | | | | | | |
| Dolvin Elementary School | ES | 24.9 | | 2 | | | | | | | | | 1 | | | | | | | | | | | | | |
| Findley Oaks Elementary School | ES | 17.5 | | 2 | | | | | | | | | 1 | | | | | | | | | | | | | |
| Wilson Creek Elementary School | ES | 23.9 | | 2 | | | | | | | | | 1 | | | | | | | | | | | | | |
| Medlock Bridge Elementary School | ES | 15.7 | | 2 | | | | | | | | | 1 | | | | | | | | | | | | | |
| Ocee Elementary School | ES | 15.3 | | 2 | | | | | | | | | 1 | | | | | | | 1 | | | | | | |
| State Bridge Crossing Elementary School | ES | 26.4 | | 2 | | | | | | | | | | | | | | | | 1 | | | | | | |
| Shakerag Elementary School | ES | 27.1 | | | | | | | | | | | | | | | | | | 1 | | | | | | |
| TOTAL | | 448 | 7 | 21 | 0 | 0 | 0 | 0 | 2 | 0 | 0 | 3 | 7 | 0 | 0 | 0 | 0 | 0 | 0 | 5 | 0 | 21 | 0 | 5 | 0 | |

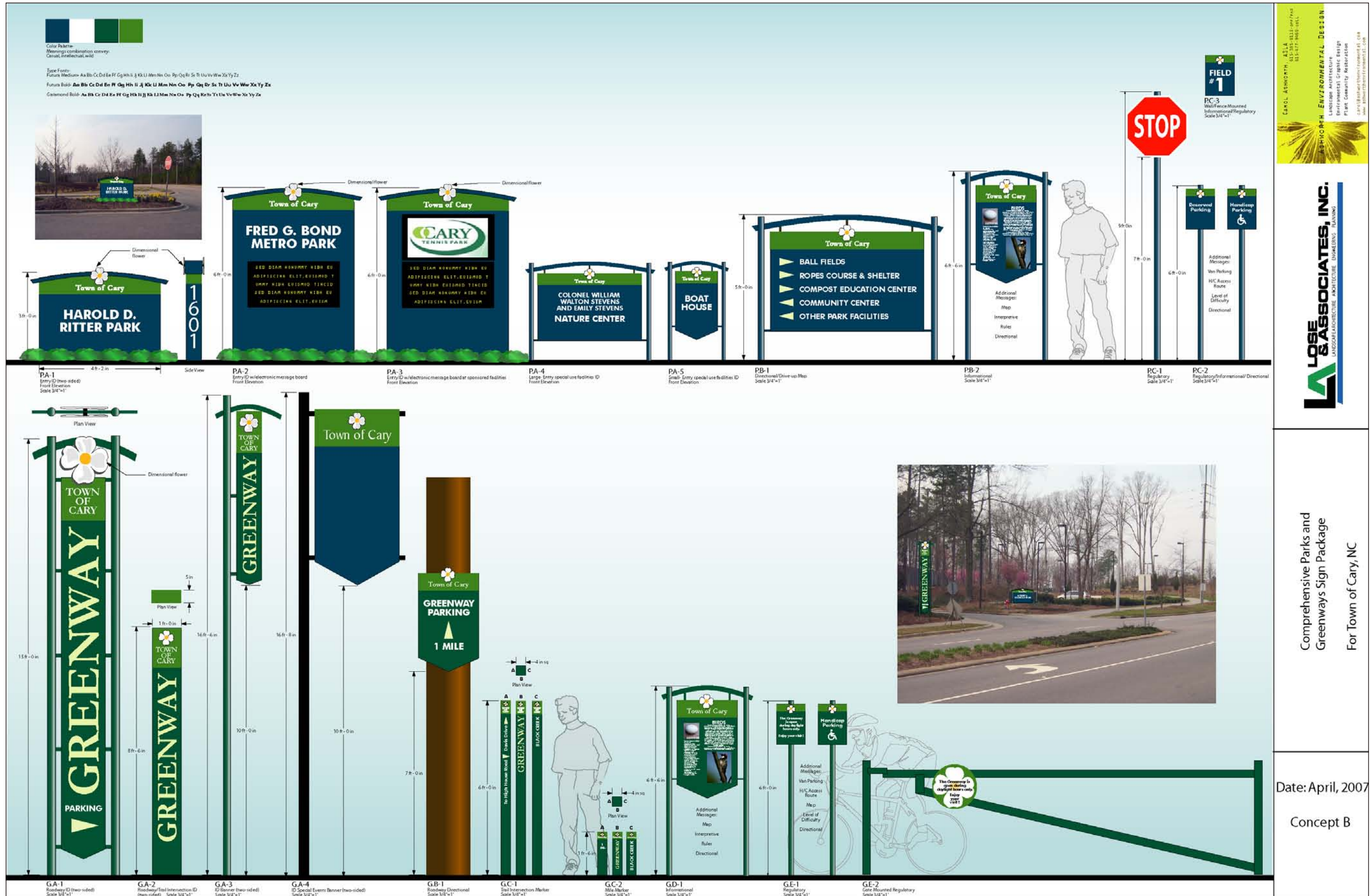
~Half Court

N - Neighborhood Park

M - Mini Park

C - Community Park

| FACILITIES | Classification | Acreage | Baseball/Softball Field | Basketball Court (outdoor) | Batting Cage | Community Center | Concession/Kitchen | Dog Park | Football Field | Golf Course (holes) | Gymnasium | Multi-purpose Field | Open Field | Outdoor Classroom | Pavilion/Shelter | Picnic Area | Playground | Recreation Center | Restroom Facility | Soccer Field | Tee-Ball | Tennis Court | Trails (miles) | Track | Volleyball (Sand) | |
|---------------------------------------|----------------|---------|-------------------------|----------------------------|--------------|------------------|--------------------|----------|----------------|---------------------|-----------|---------------------|------------|-------------------|------------------|-------------|------------|-------------------|-------------------|--------------|----------|--------------|----------------|-------|-------------------|---|
| | | | | | | | | | | | | | | | | | | | | | | | | | | |
| OTHER PROVIDERS (CITIES, ETC.) | | | | | | | | | | | | | | | | | | | | | | | | | | |
| CRNRA - Abbotts Bridge | NR | 110.5 | | | | | | | | | | | | | | | | | | | | | | | | |
| CRNRA - Jones Bridge | NR | 192.4 | | | | | | | | | | | | | | | | | | | | | x | | | |
| CRNRA - McGinnis Ferry | NR | 169.2 | | | | | | | | | | | | | | | | | | | | | | | | |
| GOLF COURSES | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Atlanta Athletic Club | Private | | | | | | | | | x | | | | | | | | | | | | | | | | |
| The Standard Club | Private | | | | | | | | | x | | | | | | | | | | | | | | | | |
| Country Club of the South | Private | | | | | | | | | x | | | | | | | | | | | | | | | | |
| Rivermont Golf and Country Club | Private | | | | | | | | | x | | | | | | | | | | | | | | | | |
| St. Ives Country Club, Inc. | Private | | | | | | | | | x | | | | | | | | | | | | | | | | |
| Riverpines Golf | Public | | | | | | | | | x | | | | | | | | | | | | | | | | |
| SURROUNDING PARKS | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Webb Bridge Park | | | 4 | | | | | | | | | | 1 | | 1 | 1 | 1 | | 1 | 3 | | 4 | x | | | |
| South Forsyth Soccer Complex | | | | | | | | | | | | | | | 1 | | | | 1 | 4 | | | | | | |
| Scott Hudgens Park | | | | | | | | | | | | | | | | | | | | 20 | | | | | | |
| East Roswell Park | | | 4 | | 10 | | | | | | 2 | | | | 1 | 1 | 1 | 1 | | 2 | | 8 | x | | | |
| Rock Mill Park | | | | | | | | | | | | | | 1 | 1 | | | | 1 | | | | x | | | |
| Windward Soccer Complex | | | | | | | | | | | | | | | | | | | | 1 | | | | | | |
| TOTAL | | 472 | 8 | 0 | 10 | 0 | 0 | 0 | 0 | 0 | 2 | 0 | 1 | 1 | 4 | 2 | 2 | 1 | 3 | 30 | 0 | 12 | 0 | 0 | 0 | 0 |



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