



## GOODLETTSVILLE PARKS AND RECREATION PARK SHELTER RENTAL POLICY

### City of Goodlettsville Contact Information:

**Customer Service Center Phone:** 615-851-2200

**Website:** [www.goodlettsvilleparks.com](http://www.goodlettsvilleparks.com)

**Email Address:** [goodlettsvilleparks@goodlettsville.gov](mailto:goodlettsvilleparks@goodlettsville.gov)

**Office Hours:** Monday – Friday, 8:00am – 4:30pm

**Office Location:** Goodlettsville City Hall, 105 S Main Street, Goodlettsville, TN 37072

### RENTAL PROCEDURE

Rentals for private use of a Goodlettsville Park Shelter can be made online or in person. Rentals are on a first come, first serve basis with a minimum of 2-day notice. Reservation with the full rental fee must be submitted to secure a rental date. The policies that follow are needed to ensure the proper use and control of the facility so that all people may equally enjoy it. Permit holders are responsible for reviewing all the information provided, including the City Park ordinance that is located online at <http://www.mtas.tennessee.edu/code/municipal-code-goodlettsville>, under Chapter 2. Contact the Parks and Recreation Department for any clarification you may need.

### SHELTER AVAILABILITY

Current availability can be found online at <https://secure.rec1.com/TN/goodlettsville-tn/catalog>, or by phone. Park facility reservations can be booked 360 days in advance.

### RENTAL HOURS

Rentals may be made in 30 minute increments from 8:00am to 10:00pm.

### APPLICANT

The applicant on the reservation must coincide with that person's proper address, must be a minimum of 18 years of age, and is solely responsible for supervision of the rental. Permit holders will not assign, transfer, or sublet to others the use of the facility. Any violations will result in the forfeiture of your reservation and any fees paid. If discrepancies are discovered, the City of Goodlettsville reserves the right to deny a permit.

### SHELTER RENTAL FEES

Rental fees are based on user types and are charged on a per hour basis.

#### USER TYPES:

Resident of the City of Goodlettsville	MWP1 & MWP2	MWP3	PG6 & PG7
FEE:	\$15/hour	\$25/hr	\$15/hr

Non-Resident of the City of Goodlettsville:	MWP1 & MWP2	MWP3	PG6 & PG7
FEE:	\$20/hour	\$45/hr	\$20/hr

### PAYMENT TYPES

Acceptable forms of payment include cash, check, Visa, MasterCard, and Discover. If reserving online, must use debit/credit or e-check. Checks should be made payable to the City of Goodlettsville.

### ADJUSTMENT TO RESERVATION

Reservation details are final once submitted. If an adjustment to location, time, or date needs to be made, a fee will be collected at the time the adjustment is requested. Adjustments can be made by phone or in person and payment is expected at that time.

## CANCELLATIONS AND REFUNDS

Permit holders may cancel a reservation under the following refund policy, and can be made by phone or in person:

Full Refund	At least 10 days in advance of reservation date
Half of Reservation Fee	With a 5 day notification from reservation date
No Refund	Within 5 days of reservation date

Convenience Fees will not be refunded.

## WEATHER CONDITIONS

If Parks and Rec must cancel your event due to weather, you may reschedule your rental date within one calendar year, or a credit may be placed on the customer account. There are NO refunds due to inclement weather. As defined by the department, inclement weather is rainstorms, snowstorms, or other severe weather condition. Weather that is considered too hot or too cold is not considered inclement weather as defined by the department. Also, a chance of rain on the event date or rain showers is not considered inclement weather by the department.

## COMMUNITY PARK SHELTERS

Community Park Shelters available for reservation rental include:

Moss-Wright Park, 745 Caldwell Lane, Goodlettsville, TN 37072

- Shelter 1, capacity of 20, located closest to restrooms
- Shelter 2, capacity of 20
- Shelter 3, capacity of 100, located near playground

Pleasant Green Park, 360 Pleasant Green Drive, Goodlettsville, TN 37072

- Shelter 6, capacity of 40, located closest to playground
- Shelter 7, capacity of 40

## SHADE STRUCTURES

Shade structures located throughout the park system are not available for rental and are first come, first serve. Shade structures are currently located in Moss-Wright Park and Peay Park.

## OUTDOOR TENTS

Pop up tents are permissible, but any tents larger than 20'x20' need to be inspected by the Fire Marshal and location must be approved by Parks and Rec. Complete a [Special Park Use Request](#) to apply for approval. All tents must be freestanding and pounding stakes into the ground is not permitted. Tents must be set up and taken down during the rental period. The City of Goodlettsville reserves the right to deny the size and/or quantity of any tent requests.

## SET UP, DECORATING, AND CATERING

All set up and take down of the event, including deliveries or pick-up of equipment, food, or other items must be completed during rental hours. Decorations are allowed; however, should not cause damage to the facility or litter in the park. The use of pins, tacks, or nails on any structure or picnic table is strictly prohibited.

## AMENITIES

Amenities included in rental include: the shelter area, all picnic tables located within the shelter, surrounding charcoal grills, and surrounding trash receptacles. Each shelter is equipped with power. Additional amenities vary per park.

## ALCOHOL

Alcohol is not permitted for shelter reservations.

## AMPLIFIED MUSIC/SOUND

Renters planning on having outdoor amplified music must not interfere with other users of the park. Park staff reserve the right to ask you to turn down music or other amplified sound if it is deemed too loud.

## SIGN ORDINANCE

Event or directional signs are not allowed to be displayed on park property. It is suggested that a map and directions, along with the park address is included when sending out invitations.

## INFLATABLES AND OTHER ENTERTAINMENT ATTRACTIONS

Inflatables and other entertainment attractions may be permissible at shelter reservations, but a [Special Park Use Request](#) must be completed and proof of liability insurance from the company providing the attraction must be submitted to the Parks and Recreation Department listing the City of Goodlettsville as additionally insured.

## RENTAL PERMIT

A rental permit is issued to the permit holder via email and should be available either in print form or on a mobile device during the reservation.

## PARK USERS

All areas of the park remain open during your rental. Other activities, sporting events, and parking congestion may occur. If you have questions regarding other scheduled activities, please call.

## PARKING

Please be aware that there is limited parking available at some facilities. Rental groups may not reserve parking spaces at any parks or facilities.

## CONCLUSION OF RENTAL

At the conclusion of your rental, your group is required to return the shelter to the original condition, including:

- Placing all waste material in the large trash cans located near each shelter.
- Returning all tables to the original configuration.
- Remove any hangings, decorations, tablecloths, etc.
- General cleaning of any spills or soiled area, including grills.

Any extreme issues may result in future rental restrictions for the permit holder.

## FEEDBACK

The City of Goodlettsville welcomes any comments, feedback, or general questions regarding your rental. Please contact the Parks and Recreation Department at [goodlettsvilleparks@goodlettsville.gov](mailto:goodlettsvilleparks@goodlettsville.gov) or 615-851-2200.