



CITY OF KNOXVILLE PARKS AND RECREATION

SAM DUFF MEMORIAL PARK 4060 Chapman Highway * Knoxville, TN



AMENITIES

- 1 Field
Football/Soccer/Rugby
- 2 Tennis Courts
- 2 Half Basketball Courts
- Concession Stand
- Parking
- 37 Spots, 2 Handicap
- 1 Shelter + 2 covered areas
- Playground
- Paved Trail/Running Track



SAM DUFF MEMORIAL PARK

4060 Chapman Highway * Knoxville, TN

DIRECTIONS

Directions: South on Chapman Highway about a mile past the Tennessee River; park is on left behind the Krystal Restaurant.

PARK RULES & REGULATIONS

- 1.) For the protection of our park and the safety of its users, the following are prohibited
 - No alcoholic beverages
 - No knives or explosives
 - No inflatables
 - No open fires
 - No hitting golf balls anywhere in the park
 - No motorized vehicles in park other than the parking area
 - No equestrian activity
- 2.) Per city ordinance, all animals must be maintained on a leash.
- 3.) Please be respectful of other trail users
- 4.) Please help to keep our parks beautiful by disposing trash in proper receptacles.
- 5.) Hours - Open dawn to dusk unless otherwise posted.

SAM DUFF MEMORIAL PARK

4060 Chapman Highway * Knoxville, TN

Who do I contact to reserve Sam Duff Memorial Park?

Reserving the fields, shelter, etc.—Jerry Dills 865-215-1706

If I rent the fields, do I get the shelter too?

No always. We recommend reserving the shelter for a tournament and/or all day event. The shelter is first come, first serve basis if it is not reserved.

Can we use the concession stand?

The concession stand is located in the same building as the restrooms as you enter the parking area. There is a \$50 per day charge for the concession stand.

Can vendors set up (to sell t-shirts, food, merchandise)?

Yes. Please discuss with Jerry before the event. The tournament will be charged \$50 per day for each vendor.

What can I expect with the restrooms?

The restrooms have 3 stalls in each. Paper supplies are filled, but it is always a good idea to bring extra paper towels and toilet paper.

Are there places to plug in to use the electricity?

Yes. There are 4 outlets in the picnic shelter and, also, in the concession stand.

Can we charge an admission fee?

Contact Jerry Dills. If approved, any person wishing to use the park to walk, use playground, etc. must be allowed free entrance.

Is water available?

Yes. There are water fountains by the restroom building. If you are using the concession stand, there is a sink available.

Is there a spout outside to fill up by connecting with a water hose? No.

Are there lights on the field? Yes.

**SAM DUFF MEMORIAL PARK
POLICY MANUAL
(last update March 2019)**

Sam Duff Memorial Park is a community gathering spot, consisting of a shelter, concession stand, walking trail, and one multiple use field built for both the citizens of Knoxville and out of town guests for their recreational use and enjoyment. Below is a list of policies that apply to the use of this facility. Groups and/or individuals who wish to use this facility on a short-term basis must abide by these policies. Any questions regarding these policies should be directed toward the City of Knoxville's Parks and Recreation Division.

INSURANCE REQUIREMENTS:

Any group wishing to rent all or part of this facility, shall have written proof of insurance (minimum of ***\$1,000,000 per incident / \$2,000,000 aggregate coverage***) and have the City of Knoxville, 400 Main St, Knoxville, TN 37902 specifically named as an additional insured. This written proof must be provided to KPRD before the tournament may begin.

RESPONSIBLE PARTIES:

The City of Knoxville Parks and Recreation Department will be responsible for:

***FIELD PREPARATION:**

Before the field rental begins, the field will be prepared for play. This includes mowing the fields.

***RESTROOMS:**

Restrooms are located near the field. Contact the City if any emergency plumbing problems. Groups should consider bringing extra paper goods.

***TRASH PICK UP:**

City crews will empty trash per morning schedule. Groups will be responsible for nightly trash pickup. The City recommends that all event holders bring their own trashcans and extra bags. Full bags can be tied off and placed near the trash cans. User groups/individuals are strongly encouraged to remind their participants to use the receptacles provided and not throw trash on the ground.

***SECURITY:**

Security will unlock and lock the main gate for each event. A security individual will periodically be on site to patrol the parking lots, deal with any disturbances and generally assist the field supervisor as needed.

User groups/individuals of Victor Ashe Park will be responsible for:

- | | |
|---|--|
| *Advertising | *Scheduling games |
| *Providing balls, discs, etc | *Providing tournament rules |
| *Providing tournament brackets | *Providing trainers (if required) |
| *Providing rain out policy | *Lining fields, placing and securing goals |
| *Responsible for referees and supervision | *Picking up litter |

FIELD PREPARATION

User group is responsible for lining fields, placing goals, adding nets to the goals, etc.

INCLEMENT WEATHER POLICY:

Each user group/individual should have a written "INCLEMENT WEATHER POLICY" on hand for their activity, in case of rain or other weather conditions that might delay or postpone games. There must be a plan of action that allows for speeding up play, or shortening the total number of games to be played in case there are long delays in scheduled games. The "INCLEMENT WEATHER POLICY" must be turned in with written proof of insurance and tentative schedule by Tuesday before the tournament. The City of Knoxville Parks and Recreation Division does reserve the right to determine when the fields are not playable. Under no circumstances is the field to be used for play when the field supervisor has determined that the conditions are unsafe for users or possibly harmful to the fields' future condition.

PARK RULES:

The Knoxville Parks and Recreation Division has the following rules for Sam Duff Memorial Park that will be followed by all users of the facility.

VIOLATORS OF THESE RULES WILL BE ASKED TO LEAVE THE PREMISES.

For the protection of our park and the safety of its users, the following are prohibited

No alcoholic beverages

No knives or explosives

No inflatables

No open fires

No hitting golf balls anywhere in the park

No motorized vehicles in park green areas

No equestrian activity

Per city ordinance, all animals must be maintained on a leash.

Please be respectful of other park and trail users

Please help to keep our parks beautiful by disposing trash in proper receptacles.

FEE SCHEDULE:

The fee for renting Sam Duff Memorial facilities is \$35 for 2 hours, \$55 for 2-4 hours. The fee for renting Sam Duff Memorial Park field is \$100 for more than four hours of use.

SHELTER:

The shelter is open to the public and available on a first come, first served basis if not reserved. The shelter can be reserved for \$40 for 4 hours. The shelter will be blocked during all day events unless it is already reserved by another group.

TENTS:

Personal tents may be permitted after receiving prior approval. Tents are not permitted on athletic fields or landscaping beds. Tents are allowed along sidelines for team bench area. Maximum tent sizes permitted in City parks may not exceed 15'x15'.

CHARGING ADMISSION:

Groups or individuals renting Sam Duff Memorial Park for an event may be allowed to charge for parking or admission providing they have the field and shelter reserved. You must rent the shelter and submit a request for approval to charge admission at least 1 week in advance of the rental date. If approved, those citizens wishing to use the trail to run, walk, or use playground shall be allowed.

INJURIES & MEDICAL EMERGENCIES

Athletic Trainers or medical staff are not provided by KPRD. Tournaments Directors along with coaches and parents are ultimately responsible for properly handling all injuries and medical emergencies that may occur during the tournament. KPRD strongly encourages all Tournament Directors to have an emergency action plan and provide a trained medical professional or someone with CPR & First Aid training to be on site at all times to oversee all injuries and emergencies.

YOUTH SPORTS COACHES

KPRD strongly encourages all youth sports organizations to require national background screenings on all coaches. It is the responsibility of the organization renting the park to oversee all aspects of approving or denying any coach.

STATE OF TENNESSEE'S YOUTH SPORTS LAWS

The hosting organization shall be responsible for all requirements related to the State of Tennessee's Youth Sports Concussion & Head Injury & Sudden Cardiac Arrest legislation.

LIGHTNING POLICY

If thunder is heard or lightning is seen, KPRD strongly recommends a mandatory game delay of 30 minutes. All players, coaches, officials, and guests are advised to leave the park and seek shelter in their vehicles. All are strongly encouraged to remain in their vehicles until the "all clear" has been given.

PARKING

Parking is permitted in designated areas only. Parking on or alongside any public street or in grassy areas is prohibited. Illegally parked vehicles may be ticketed or towed. The City of Knoxville is not responsible for theft or damage to vehicles or contents

FOOD TRUCKS

Food trucks must have a permit from the City of Knoxville as well as expressed written consent from KRPD to operate on park property.

VENDORS / ON-SITE SALES

Tournament Directors may offer or partner with vendors (t-shirts, caps, photography, ball, food, drink, etc.). The tournament will be charged \$50 per day per vendor. KPRD must approve all vendors and reserves the right to determine the location of the vendor and reserves the right to discontinue vendor sales if necessary. All vendors must provide a copy of their current Vendors License Permit, a current Health Permit (food vendors), and Letter of Approval from the City of Knoxville. All forms must be current and available at the event site for inspection.

CONCESSIONS

Groups may rent the concessions area. Groups renting the concessions will be required to leave the area clean and in good order. The cost for the concessions area is \$50 per day.

SUB-LEASING RENTALS

The rental agreement with an organization/person shall not be sub-leased or awarded to another organization/person.

ADHERANCE TO ALL LOCAL, STATE, & FEDERAL LAWS

The Tournament Organizers shall adhere to all applicable local, state, and federal laws.

Date Submitted: _____

KNOXVILLE PARKS & RECREATION DIVISION Athletic Facility Use Form

Circle One: *Duff Field/Park* *Holston River Park* *Victor Ashe Park*

Field Rental/Usage

Organization: _____

Date(s) of Event: _____ Times: _____

Type of Event: _____

Contact Information:

Name: _____

Address: _____

City: _____ Zip: _____

Home #: _____ Work #: _____

Cell #: _____ Email: _____

- Rental Fees:** \$35.00 per field for 2 hour rental
 \$55.00 per field for 4 hour rental
 \$100.00 per field / per day for over 4 hours total use
 \$100.00 refundable clean up deposit required for leagues (due before season starts)
- Tournaments:** \$900.00 - use of all (4) VAP fields and concessions for 2-day weekend tournaments
 \$500.00 - use of all (2) Holston River Park fields for 2-day weekend tournaments
 (Includes Friday setup)
 \$50.00 - use of concession area (per day)
 \$50.00 - vendor fee (per day & per vendor)
 \$100.00 refundable clean up deposit required before tournaments
 \$100.00 deposit (due by Feb. 28th) to reserve tournament dates (will be applied to total)

Number of Fields Needed: _____ Estimated number of people: _____

Concessions: _____ Yes _____ No (*Victor Ashe & Sam Duff Events Only*)

Checks should be made payable to City of Knoxville. Our mailing address is:
Knoxville Parks & Recreation Department
c/o Athletics
5930 Lyons View Pike
Knoxville, TN 37919

Please Note:

- Certificate of Liability Insurance and full payment for tournament is due one week before event start date.
- Prior approval must be received before fees may be charged for parking or admission at City parks.

Thank you for your cooperation.

CERTIFICATE OF LIABILITY INSURANCE

Please submit copy by Wednesday before your tournament

SAMPLE BELOW

ACORDTM CERTIFICATE OF LIABILITY INSURANCE				DATE (MM/DD/YYYY)	
PRODUCER Premier Insurance - 584-4352 Bradley Insurance - 281-7722 Brooke Agency - 588-9744		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.			
INSURED Your Organization		INSURERS AFFORDING COVERAGE		NAIC #	
		INSURER A:			
		INSURER B:			
		INSURER C:			
		INSURER D:			
		INSURER E:			
COVERAGES					
THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.					
INSR ADD'L LTR. INSR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC				EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY: EA ACC \$ AGG \$
	EXCESS/UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below				<input type="checkbox"/> WC STATU- TORY LIMITS <input type="checkbox"/> OTH- ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ DISEASE - POLICY LIMIT \$
	OTHER				
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS					
CERTIFICATE HOLDER City of Knoxville Parks and Recreation Division 917A E 5th Ave Knoxville, TN 37917			CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL _____ DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE		



CITY OF KNOXVILLE
PARKS AND RECREATION

Knoxville Parks & Recreation Department Policy Manual Acknowledgment Form

I hereby confirm the reading and full understanding of the KPRD Caswell Park Policy Manual and agree to follow and abide by all guidelines, stipulations, policies, and procedures as set forth in this document. I will also ensure that all individuals acting on behalf of myself or the (organization name) _____ are aware of and are in full understanding and agreement with the terms and conditions of this document.

Location of Event: _____ Date of Event: _____

Tournament Director Name: _____

Tournament Director Signature: _____

Date: _____

Please return completed acknowledgment form to:

Nathan Nease, Athletics Coordinator
Knoxville Parks & Recreation Department
5930 Lyons View Pike
Knoxville, TN 37919
nnease@knoxvilletn.gov