

POLICIES AND PROCEDURES FOR  
RECREATIONAL USE, ACTIVITIES,  
AND COMMUNITY EVENTS IN  
CAMPBELL COUNTY PARKS AND  
RECREATION AREAS

Ordinance Number \_\_\_\_\_

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APPROVED: County Mayor

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ATTEST: County Court Clerk

## **TABLE OF CONTENTS**

- I. Background
- II. Objective for Community Activities and Events in Parks and Recreation Areas
- III. Objectives for Community Activities and Events Policies
- IV. Definitions
- V. Classification of Activities and Events
- VI. Activities and Event Application Process
- VII. Activities and Event Allocation Prioritization
- VIII. Facilities Usage Fees
- IX. Role of the County
- X. County Assistance
- XI. Event Management
- XII. Event Programming/Parks Department
- XIII. Commercial Enterprises
- XIV. Territorial Scope
- XV. Intoxicants/Alcoholic Beverages
- XVI. Group Use/Meetings/Exhibitions
- XVII. Pets
- XVIII. Horses
- XIX. Buildings/Property
- XX. Restrooms/Washrooms
- XXI. Refuse
- XXII. Natural Features/Wildlife
- XXIII. Tubing/Sledding/Tobogganing
- XXIV. Athletic Field Use Policies
- XXV. Bathing/Swimming
- XXVI. Fires
- XXVII. Fireworks
- XXVIII. Hunting/Fishing/Trapping
- XXIX. Picnicking
- XXX. Camping
- XXXI. Games/Activities/Model Airplanes
- XXXII. Smoking
- XXXIII. Restricted Use and Areas
- XXXIV. Commercial Uses
- XXXV. Vehicles/Parking
- XXXVI. All-Terrain and Off-Road Motorized Recreational Vehicles
- XXXVII. Disorderly Persons
- XXXVIII. Hours of Operation
- XXXIX. Penalties

- XL. Promulgation and Distribution of Additional Rules and Regulations
- XLI. Legislative Action
- XLII. Compliance with State and Federal Laws, Rules and Regulations
- XLIII. Enforcement Guidelines
- XLIV. Fines for Violations
- XLV. Statutory Authority

## **TABLE OF CONTENTS (CONTINUED)**

- Table 1
- Appendix A
- Appendix B
- Appendix C

## **I. BACKGROUND**

A wide variety of recreational use, special activities, and community events can be accommodated by Campbell County's Park & Recreation area each year. In order to provide consistent information and direction as to the type of use, activities and events that will be allowed within its parks and recreation areas appropriate PARK POLICIES AND MANAGERIAL PROCEDURES must be established. In recognition of the nature of each special activity and/or community event, the need exists to define the type of groups who will be allowed to make use of the park and recreation areas, what activities are allowed, what conditions will apply, and how much assistance Campbell County may provide. It is further acknowledged that the following PARK POLICIES AND MANAGERIAL PROCEDURES are subject to amendment in the future and the uses, activities and/or events initially determined to be permissible and/or impermissible may at a later time be determined to be impermissible and/or permissible.

## **II. OBJECTIVE FOR COMMUNITY ACTIVITIES AND EVENTS IN PARKS AND RECREATION AREAS**

Campbell County endorses the promotion of activities and events in its parks and recreation areas which increase a sense of Community. Campbell County has established Community Objectives to ensure that allowable activities and events in its parks and recreation areas are compatible with the Community's needs.

The established Community Objectives are:

1. To create a more livable, healthy community.
2. To encourage people to use parks, and recreation areas.
3. To instill and encourage community spirit, pride and self-help.
4. To promote, improve and benefit the community economically and otherwise.

## **III. OBJECTIVES FOR COMMUNITY ACTIVITIES AND EVENTS POLICIES**

The following minimum processes are established to promote, address and ensure an equitable evaluation and implementation of the Objectives for Community Activities and Events:

1. Defined application/permit process.
2. Defined evaluation of activities and events to ensure the proposed activities and events are compatible with their proposed venues.
3. Defined activities and event prioritization criteria relating to allocation of parks and

recreation areas.

4. Defined role of the County in the assistance and/or promotion of activities and events.
5. Defined development, management, and maintenance criteria associated with the proposed activities and events.

#### **IV. DEFINITIONS**

**County Commission:** The legislative body charged with the responsibility to adopt policies and procedures relating to Campbell County and its parks and recreation areas, the entity charged with the responsibility to determine the level of funding to be provided to the various departments and functions of Campbell County, and the entity with final approval authority relating to the requested use of the parks and recreation areas of Campbell County pursuant to the provisions of TCA 11-24-103(a), TCA 11-24-103(b)(1) and otherwise under Tennessee Law generally.

**Recreation Committee:** A selected group of Campbell County Commissioners established to serve only in an advisory capacity to the Campbell County Commission for the review, consideration and recommendation of recreational issues relating to Campbell County and the parks and recreation areas of Campbell County.

**County Mayor:** The Chief Executive Officer of Campbell County charged with the ultimate supervision of the employees of the Parks Department pursuant to the provisions of TCA 11-24-103(b)(1), TCA 11-24-103(c) and otherwise under Tennessee Law generally, including but not limited to; the hiring and firing of these employees, the establishment of their salaries and wages within the budgetary limitations established by the County Commission, and the establishment of work schedules for the employees of the Parks Department. The County Mayor shall also have the authority to issue any permits pursuant to these rules and regulations.

**Park Attendants:** The Employees of Campbell County responsible for the day-to-day operations of the parks and recreation areas of Campbell County. These employees are specifically empowered to administer the adopted park policies and procedures, including but not limited to; the issuance of citations for violations of approved Park Policies and Procedures; the ejection of members of the general public from the park and recreation areas who in the opinion of the Park Attendants are disorderly and/or refuse to comply with approved park policies and procedures. Park Attendants are the prime contact/representative of the County relating to activities and events within the parks and recreation areas of Campbell County.

**Parks and Recreation Department –** A department operated under the authority and control of Campbell County government.

**Public Open Space:** Campbell County Parks and Recreation Areas.

**Activities:** Recreational activities generally associated with parks and recreation areas such as walking, picnicking, fishing, swimming and other leisure activities. Organized

recreational activities generally relate to athletic/sporting activities such as baseball, soccer, tennis, basketball, volleyball, etc.

Events: Organized noteworthy happenings, celebrations, occurrences or contests. Events can be further classified as either a “Festival” or a “Special Event”.

Festival: An organized celebration generally held on an annual basis, which is open to the general public, including entertainment of many kinds, and honoring people, places or events.

Special Event: An organized noteworthy happening, occurrence or contest designed for a definite purpose or occasion.

Event Organizer: The organization producing or sponsoring an activity or an event.

Event Manager: The person designated by the event organizers as the prime person responsible for the activity or event. The Event Manager will be the prime contact/representative of the Event Organizer in any dealings with the County.

Community Group: A Community Group shall mean a group composed of individuals joined together by shared interests or common purposes.

Non-Profit Organization: Registered organization which operates on a not for profit basis.

Commercial Organization: An organization which operates on a for-profit basis.

## **V. CLASSIFICATION OF ACTIVITIES AND EVENTS**

In addition to ongoing non-organized recreational activities, Table 1 provides examples of the types of organized activities and events which Campbell County may allow in the parks and recreation areas of Campbell County. This listing may be used as a guideline by Campbell County to develop activities and events classifications, assign potential assistance amounts such activities and/or events may apply for, and assign any fees that may be charged to allow such activities and/or events to make use of the parks and recreation areas of Campbell County.

## **VI. ACTIVITIES AND EVENT APPLICATION PROCESS**

Initial/Non-recurring Application Process:

1. All Parties/Groups interested in scheduling organized activities and events in the parks and recreation areas of Campbell County are required to complete a SPECIAL EVENT APPLICATION FORM (Appendix A).
2. Completed application forms are to be submitted to the Campbell County Parks Department; 950 Demory Road; LaFollette, Tennessee 37766. Loudspeakers, public address systems or amplifiers to be operated in association with requested activities and events within the parks and recreation areas of Campbell County shall be included in the application information.
3. The submitted applications received by the Campbell County Parks Department will be

