



## ***General Information Manual***

303 Portland Blvd  
Portland, TN 37148  
Office • 325-6464  
Fax • 325-5343  
M-F 8:00 - 4:30

Gym / Pool • 325-9282  
Weather / Facility Hotline • 323-0264  
Police Department • 325-3434

**[WWW.cityofportlandtn.gov](http://WWW.cityofportlandtn.gov)**  
**On Twitter: @PortlandPRD**

Park Hours  
May 1 – Oct 31 7 AM – 11 PM  
Nov 1 – April 30 7 AM – 10 PM

### **Parks Department Staff**

<b>Director</b>	<b>Steve Osborne</b>	394-1575 sosborne@cityofportlandtn.gov
<b>Assistant Director</b>	<b>Tammy Groves</b>	306-1735 tgroves@cityofportlandtn.gov
<b>Crew Leader</b>	<b>Jeff Minnis</b>	456-3687 jminnis@cityofportlandtn.gov

#### **Maintenance Crew**

Josh Bolton  
Robert Lawrence  
Andrew Roberts  
Jamie White

#### **Office Staff**

Chassity Key  
Amy Wimberly

#### **Security**

Pat Mullins  
John Alden

#### **Gym / Pool**

Gloria Button

### **Parks Committee**

<b>Chairman</b>	<b>Brian Harbin</b>	887-8538
<b>Members</b>	<b>Melvin Minnis</b>	325-2421
	<b>Steve White</b>	323-1692

### **Parks Advisory Board**

<b>Chairman</b>	<b>Bob Gideon</b>	325-9201	275-8029
<b>Members</b>	<b>Alan McConnell</b>	598-2994	
	<b>Mike Meadows</b>	325-7067	406-8933
	<b>Marilyn Rodriguez</b>	325-7693	325-9201
	<b>Lauri Robertson</b>	325-7985	308-7061

The Parks Committee normally meets the 2<sup>nd</sup> Monday of each month at City Hall at 5:00 PM.  
The Parks Advisory Board normally meets the 3<sup>rd</sup> Thursday of each month at City Hall at 4:00 PM.



### Mission Statement

The City of Portland Parks and Recreation Department provides a variety of recreational services, programs and special events to the community. We strive to identify the needs and desires of all citizens, and provide services that will improve quality of life, protect the environment, and improve the aesthetics of the community.

### Payments

The Parks Department accepts cash and check for all payments (reservations and programs). The office does not have the capability to accept credit card payments. However, credit card payments can be made online. Users can make credit card payments for some program registrations, as well as all facility reservations, through the website.

### Restricted Activities

It is the responsibility of all users to adhere to all rules and regulations of the City of Portland Municipal Code and all Code of Ordinances, including but not limited to restrictions governing the use of fireworks, vending and selling (permit required with City of Portland), alcohol, and disturbing the peace.

For-profit businesses and organizations may not use facilities for normal business purposes, nor can individuals use facilities for personal yard-sales, etc. Entry fees and selling are typically not permitted for any type of standard facility reservation.

### Parking and Vehicles

No parking is allowed on the grass. Parking must be in the parking lot or other assigned areas. No vehicles are permitted off designated areas for driving and parking.

### Pets

Pets are generally allowed in all parks, and are required to be on a leash (in compliance with city law). Pets are not permitted on or around athletic fields or playground areas (including the areas between the fields or around the playgrounds), due to the safety of all patrons, and general sanitation. Pets are not permitted in the pool area, in the gym, or in the community center.

### Tobacco

Smoking and tobacco products are prohibited in all facilities.

### Alcohol

Alcoholic beverages are prohibited in all facilities and on all grounds. Please note, even when renting a facility (such as a shelter or the community center), alcohol is not permitted.

### Guns

Public Chapter No. 428 of the 106<sup>th</sup> General Assembly permits municipal and county governments to prohibit, by resolution, the carrying of handguns while within a public park or other recreational area that is owned or operated by a county, a municipality, or their instrumentalities. The City of Portland desires to continue prohibiting the carrying of handguns in municipal parks, natural areas, historic parks, nature trails, campgrounds, forests, greenways, waterways, or other similar public places.

Any person authorized to carry a handgun under *Tennessee Code Annotated*, § 39-17-1351, is prohibited from possessing any handgun while within a public park ( wildlife management area, natural area, historic park, nature trail, campground, forest, greenway, waterway, or other similar public place) that is owned or operated by the City of Portland or any of its instrumentalities. This prohibition of handguns within any municipal park applies to the entire park, notwithstanding the provisions of *T.C.A.* § 39-17-1311(b)(1)(I).

### Special Events

Any event at the park in which the general public is invited to participate or attend, must be approved through a Special Event Application. This application must be reviewed and approved, and may also require additional requirements (such as insurance). There are restrictions and requirements, and applicants should refer to the special event application for further details. Applications must be submitted at least 60 days prior to the event.

The Parks Department does not have tables or chairs to rent or loan for your special events.

### Insurance

Some activities may require the user to obtain a certificate of insurance (liability) naming the City of Portland as additional insured. This is common in most special events, and all teams using facilities for practices or games. Further details are available from the Parks Department.

### Signs

No signs are permitted for any form of advertising or sponsorship without prior approval from the Parks Department. Team or league sponsorship signs or banners, or informational or promotional signs may be displayed on or around athletic fields or facilities which are in use by that particular group, but may only be displayed during times of actual use. Signs which are advertising registration periods for approved leagues or users of the park may be displayed, with prior approval from the Parks Department.

### General Reservation Policy

A facility reservation will require payment at the time of the reservation. Your reservation can be “held” by phone for up to one business day, with paperwork and payment required at that time. All reservations require a completed and signed form. You have several options available to help you accomplish these reservation requirements. The Parks Department can email or fax forms, and you can also pay online (at [cityofportlandtn.gov](http://cityofportlandtn.gov)).

### Reservation Procedure

- 1) Contact Parks Department for availability – and hold your reservation.
- 2) Complete required paperwork and make payment within 1 business day to complete your reservation.

Some events or activities may require additional deposits or fees, to be determined by the Portland Parks Department, prior to the date of reservation. The user will be notified in advance of any additional fees. Further restrictions, policies and terms will be included as part of the facility agreement.

**NR - non-resident defined as living outside the city limits (not paying City of Portland property taxes).**

<b>Shelters &amp; Bandshell</b>	Up to 2 Hours	\$ 25	(NR \$30)
	3 <sup>rd</sup> hour +	\$ 15 per hour	(NR \$20)
<b>Pool</b>		\$70 per hour	(NR \$80)
<b>Gym</b>		\$30 per hour	(NR \$35)
<b>Community Center</b>		\$25 per hour	(NR \$30)
<b>Athletic Fields</b>		\$10 per hour	(NR \$15)
		\$25 (with lights)	(NR \$30)
<b>Amphitheater</b>	Daily	\$100	
	Deposit	\$500	

## **Facilities**

### Amphitheater

The Amphitheater at Richland Park features over 2200 square feet of covered stage area, and 1200 square feet indoors for hospitality, dressing rooms and restrooms. The facility hosts several concerts and events during the year, such as the Movies in the Park and the Annual Portland Strawberry Festival concert, and is also available for rental.

### Athletic Fields

Fields (baseball, football, soccer, softball) may be used on a first-come basis, with the exception of scheduled activity by the Parks Department or field closing due to weather or maintenance. Scheduled activity includes practices or games scheduled through the Parks Department, or field permits. Users with schedules or permits authorized by the Parks Department have priority over any other user. Without a schedule or a permit, no user has priority over another (meaning the paperwork needs to be in possession of the coach at all times).

Fields may only be reserved for use through the Parks Department. Lights may only be coordinated through scheduling or reservation through the Parks Department.

It is the total responsibility of the user to research the status of field closings due to weather (by contacting the weather / facility hotline or the website). Entering an athletic field that has been closed by the Parks Department is interpreted as trespassing.

### Basketball Courts

One lighted full-court basketball court is available for free play at Meadowbrook Park. The lights are controlled by the users.

### Community Center

The Robert Coleman Community Center (RCCC) is the site of the Parks Department offices, and also hosts a variety of recreational programs. The facility is also available for rent to private users for parties, reunions, weddings, receptions, and meetings. The RCCC rents for \$25 per hour (\$30 per hour for non-residents). The rental fee includes use of tables and chairs, and a kitchen.

The RCCC contains a 1300 Sq Ft meeting room, a 300 Sq Ft kitchen (with refrigerator, stove/oven, microwave, sink), and 2 bathrooms. Tables and chairs are always available for groups of 30 (more seating available as needed).

## Gym

The gym at Richland Park is open at limited times throughout the fall and winter months for walking and exercise. Check with the Parks Department for specific schedule details.

The facility may be reserved, as available, for parties, events, or indoor sports. The facility is not available for outdoor league team practices (baseball, football, soccer, softball). The gym rents for \$30 per hour (\$35 for non-residents).

The Parks Department does not rent sports equipment with the facility. Tables or chairs are not guaranteed to be available for reservations in the gym.

The facility does not have air conditioning. The facility is heated.

## Shelters

A total of 5 shelters are located in 3 parks (3 shelters, 1 barn, 1 bandstand).

All facilities are available for use on a first-come basis. However, any user with a reservation permit from the Parks Department has priority at the facility. While a shelter can be used without a formal reservation, the reservation is the only way to guarantee access to the shelter.

Reservations are only made through the Parks Department office. Shelters are reserved at a flat rate of \$25 (\$30 for non-residents) for the first 2 hours, and \$15 (\$20 for non-residents) an hour (starting with the 3<sup>rd</sup> hour). Patrons may contact the Parks Department by phone to make an initial reservation, and will have until close of the next business day to complete the reservation (paperwork and payment). The initial reservation is removed if it is not completed.

## Skate Park

This 6000 square foot modular facility is located at Meadowbrook Park. The park includes 8 obstacles (skate table, round grind rail, quarter pipe, bank to bank with grind ledge, bank, grind box, and 2 skate benches). The park offers a well-rounded foundation for beginners as well as a challenge for more advanced riders, appealing to a wide range of local users. This facility is lighted, and the lights are controlled by the users.

The facility is open from 7 AM until 9 PM, although these hours are subject to revision by the Parks Department during the fall and winter months.

Bikes may only enter the facility during posted times (confirmed at the site). Bikes are normally permitted during all hours Tuesdays and Fridays, and from only 2-6 PM on Saturdays. During these times, patrons may use bikes in the facility (along with skateboard patrons). Outside of these posted times, bikes are not allowed in the facility.

### Swimming Pool

The public pool season runs from late May until early September. The pool is open 7 days a week until school is back in session (early August), and goes to Sat-Sun only for the last month of the season. General admission to the pool is \$5 (free to those 55 and older or 3 years old and younger).

The pool is also available for rent (pool parties), 7 days a week, throughout the season. Reservations must be made in advance (at least 48 hours), through the Parks Department. The fee for pool parties is \$70 per hour with a 2 hour minimum (\$80 per hour for non-residents). Time slots are normally 5-7 or 7-9 PM.

The Parks Department offers swimming lessons in June and July. The Parks Department also co-sponsors a Swim Team, which is open for children and adults.

### Tennis Courts

Two lighted tennis courts are available for free play at Meadowbrook Park. The lights are controlled by the users.

### Walking / Trails

Gym	The gym is open for walking during the fall and winter months. 17 laps around the floor equals 1 mile. Contact the Parks Department for available hours.
Meadowbrook	The trail at Meadowbrook Park is paved and lighted, and measures .46 miles.
Richland	The hike/bike trail system at Richland Park is paved, is partially lighted, and measures 1.4 miles. Consult the map for details on this trail.

Wheelchairs or other power driven mobility devices (OPDMD) with a maximum speed of 12.5 MPH and a maximum weight of 500 LBS (but limited to motorized power chairs and 2-wheel electronic personal assistance mobility devices) - as defined by Dept of Justice ADA Title II 28 CFR §35.104 - are allowed (but only when used by an individual with a mobility disability). No OPDMD are allowed in the gym.

## Programs

The following volunteer groups manage programs and use facilities located in the City of Portland Parks Department. These programs are not managed by the Parks Department. Get in touch with the Parks Department for contact phone numbers if the information can not be extracted from their respective websites.

Youth Baseball	<a href="http://www.portlanddixie.info">www.portlanddixie.info</a>
Youth Football and Cheer	<a href="http://www.ptownfootball.com">www.ptownfootball.com</a>
Youth Soccer	<a href="http://www.portlandsoccerclub.com">www.portlandsoccerclub.com</a>
Youth Softball	<a href="http://www.portlanddixie.info">www.portlanddixie.info</a>
Youth Volleyball	Ginger Lesemann ( <a href="mailto:ginger.lesemann@sumnerschools.org">ginger.lesemann@sumnerschools.org</a> )

Cold Springs School & Museum  
[www.tnvacation.com/vendors/cold\\_springs\\_school\\_and\\_museum/](http://www.tnvacation.com/vendors/cold_springs_school_and_museum/)

The following programs are managed or sponsored by the Portland Parks Department. Contact the Parks Department for more details, and to confirm registration dates.

Youth Basketball	Girls Boys	September – December (register in September) December – March (register in November)
Adult Softball	Spring Fall	March – June (teams register in February) August – October (teams register in July)
Adult Volleyball	Co-Ed	January – March (teams register in December)
Silver Sneakers	Seniors	Year round exercise program for seniors
Special Friends	All Ages	Summer day camp for individuals with intellectual and physical disabilities.
Swim Lessons	Kids	June – July (register in May-June)
Swim Team	Kids	May – July (register in March)

The Parks Department and private groups also offer a variety of programs and classes throughout the year – at the gym and the community center – such as dance classes, sewing and knitting. These programs are advertised on the website – check the Parks Department website frequently for more information.

## **Events**

The following regular events are managed or sponsored by the Portland Parks Department. Contact the Parks Department for more details, and to confirm dates and details. Check the website frequently for new events. Times and dates are subject to change.

### **Easter Egg Hunt**

Normally held the Sunday 1 week prior to Easter, at Richland Park. Bring the kids for an egg hunt, games and prizes.

### **Strawberry Festival Event in the Park**

Normally the 3<sup>rd</sup> Saturday of May, Portland's annual Strawberry Festival culminates with a special event in the park on Saturday evening. This event is held at the Amphitheater at Richland Park, and typically can feature music, a movie, activities and games, and food.

### **Movies in the Park**

The Parks Department will host free movies in the park 4 times each year, at the Amphitheater at Richland Park. The dates are usually the last Saturday in May, the first Saturday in July, the third Saturday in August, and the Saturday prior to Halloween in October. Events are always accompanied with extra activities, food and free popcorn during the movies.

### **Pool Beach Bash**

Join the Parks Department at the Richland Pool the first Saturday in July for a Beach Bash. Plenty of activities and games for the kids – and a Movie in the Park in the evening.

### **Campout in the Park**

Join the Parks Department for a sleepover in the park. This event will be the third Saturday in August, and will coincide with the August Movie in the Park.

### **Trick or Treat on Main**

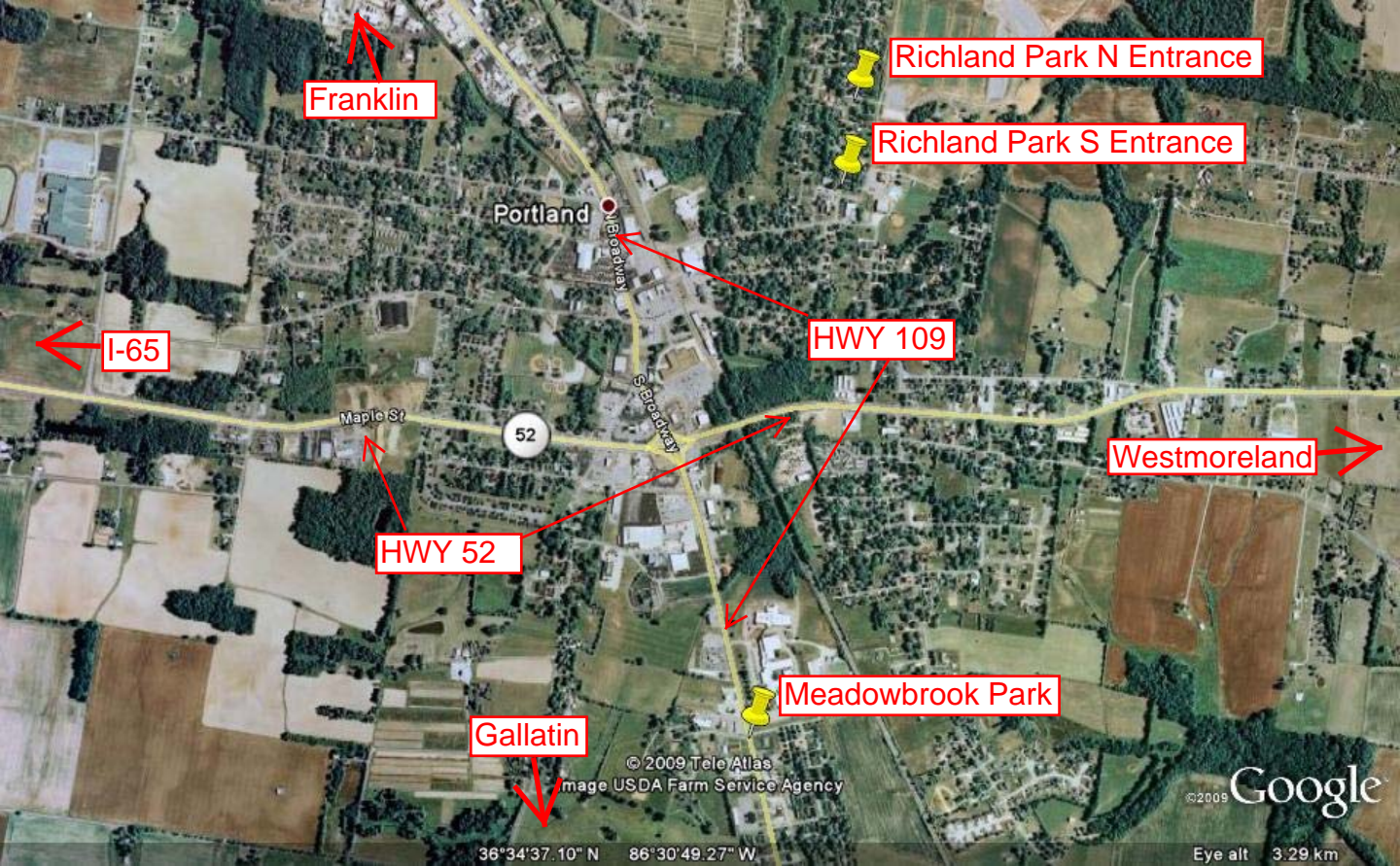
Usually on Halloween from 5-7 PM, this free event is open to all kids. Join the Parks Department and local businesses for trick-or-treating on Main Street. Always be on the lookout for Michael Myers.

### **Highland Harvest Craft Show**

Co-sponsored by the Parks Department, this event is usually held the 2<sup>nd</sup> Saturday of November, at Portland East Middle School. The event features crafts for sale and activities for the kids.

### **Visit with Santa**

Santa usually visits the Parks Department the 2<sup>nd</sup> Saturday in December. Kids are treated with a personal visit, some treats, and a follow-up letter from Santa himself.



Franklin

Richland Park N Entrance

Richland Park S Entrance

Portland

Kentucky

I-65

HWY 109

Maple St

52

S Broadway

Westmoreland

HWY 52

Gallatin

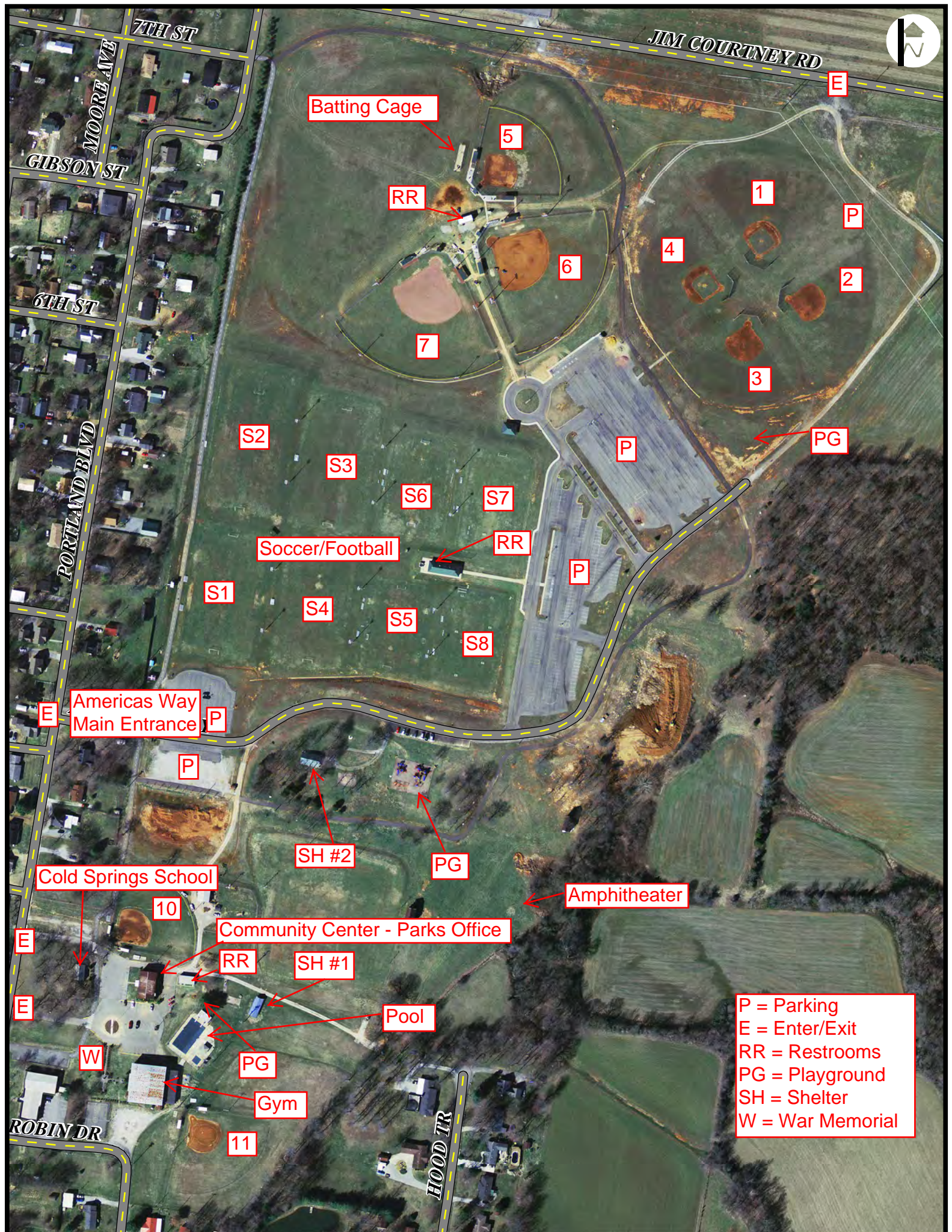
Meadowbrook Park

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Image USDA Farm Service Agency

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36°34'37.10" N 86°30'49.27" W

Eye alt 3.29 km



Batting Cage

RR

5

1

P

6

4

2

7

3

S2

S3

S6

S7

P

PG

Soccer/Football

RR

P

S1

S4

S5

S8

Americas Way Main Entrance

P

SH #2

PG

Cold Springs School

10

Amphitheater

Community Center - Parks Office

RR

SH #1

Pool

P = Parking  
 E = Enter/Exit  
 RR = Restrooms  
 PG = Playground  
 SH = Shelter  
 W = War Memorial

W

PG

Gym

11

ROBIN DR

HOOD TR



7TH ST

JIM COURTNEY RD

North Pt

710 ft (.13 mi)  
From North Pt  
to School

Restrooms

GIBSON

6TH ST

1904 ft (.36 mi)  
From North Pt  
to South Pt

Restrooms

Inner Field Trail  
4173 ft (.79 mi)  
From North Pt  
to South Pt

PORTLAND BLVD

Playground

Americas Way  
Main Entrance

South Pt

643 ft (.12 mi)  
From South Pt  
to Gym

Restrooms

Gym

Richland Park  
TRAILS

ROBIN DR

HOOD TR

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Parks and Recreation Department**

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