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
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 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
*Providing balls, discs, etc
*Providing tournament brackets
*Providing rain out policy
*Responsible for referees and supervision

*Scheduling games
*Providing tournament rules
*Providing trainers (if required)
*Lining fields, placing and securing goals
*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.
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
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@knoxxvilletn.gov