



Lakeland Municipal Parks & Recreation/Natural Resources Advisory Board
Regular Meeting Agenda
Tuesday, May 9, 2023, 5:30 PM
Lakeland City Hall | 10001 US Highway 70, Lakeland, TN 38002

- I. CALL TO ORDER:
- II. ROLL CALL:
- III. CONSENT AGENDA:
 - 1. Approval of Meeting Minutes from Previous Meetings: April 11, 2023
- IV. PUBLIC DISCUSSION:
 - 1. Eagle Scout Project Presentation - Richard Fabacher
- V. OLD BUSINESS:
 - 1. Updates on the Athletic Complex, Phase II
- VI. NEW BUSINESS:
 - 1. Discussion and Goal Setting for the Lakeland Senior Center
 - 2. Discussion and possible action on the Lakeland Senior Center Policy
 - 3. Discussion and possible action on the Sponsorship Policy
 - 4. Discussion and possible action on Parks and Recreation Fees
 - 5. Division Updates
- VII. ANNOUNCEMENTS:
- VIII. ADJOURNMENT:

LAKELAND MUNICIPAL PARKS & RECREATION/NATURAL RESOURCES
ADVISORY BOARD
REGULAR MEETING MINUTES
TUESDAY, APRIL 11, 2023, 5:30 P.M.
CITY HALL, LAKELAND, TENNESSEE 38002

I. **CALL TO ORDER:** The meeting was called to order at 5:32 p.m. by PRB Chair, Mark Donley.

II. **ROLL CALL:**

(C) Mark Donley	Present
Stacy Bond-Monasky	Present
Jessica Cannon	Present
Ben Ledsinger	Present
Jenny Kiesel	Present
Jeff Roman	Present
Amber Sawyer	Absent
Steve Snow	Present
Commissioner Michele Dial	Absent

Staff personnel present for the meeting were Pat O'Mara, Parks and Recreation Director, Andrew Fisher, Recreation Manager, and Kim Odom, Senior Center Manager and Special Events Coordinator. The meeting was presented by Mr. O'Mara.

III. **CONSENT AGENDA:**

1. Approval of Meeting Minutes from Previous Meetings:

a. Regular Meeting Minutes, March 21, 2023

Jessica Cannon moved to approve the regular minutes of March 21, 2023. Jeff Roman seconded the motion. All in favor.

IV. **CONSIDERATION & POSSIBLE ACTION ON ITEMS REMOVED FROM THE CONSENT AGENDA:**

V. **PUBLIC DISCUSSION:**

1) As part of Mayor Josh Roman's advisement to evaluate each of the youth sports programs Tennis Coach, Dave DeGutis, and Cheer Coach, Candance Nurse, attended the monthly meeting to discuss tennis and cheer programs.

Mr. DeGutis provided the Parks and Recreation Board (PRB) with an update on the success and needs for Tennis Adult and Youth programs for Lakeland. Mr. DeGutis provided input about needed lights and adding Pickleball courts. His goal is growth of tennis programs. Mr. DeGutis suggested that six courts are ideal at the school and two more at Windward Slopes. Currently, there are three or four participants in the adult program. There are 8 to 10 kids, broken up by age. Middle School has 15 students this year. There are currently no courts at the school. Lastly, Mr DeGutis recommends speed bumps on the road at Windward Slopes to slow traffic.

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- 2) Cheer Coach, Candace Nurse approached the Parks and Recreation Board with updates on the Youth Rec and Competitive Cheer programs and discussed where she would like to see the programs go in the future. There was discussion about low numbers in competitive cheer and whether it should be removed from the program. Mrs. Nurse explained it was an off year for registration. The competitive program lost youth participants when some of the girls that were part of the competitive squad through Lakeland's contracted cheer program moved up to Lakeland Prep. She expressed that competitive cheer is a feeder to Lakeland Prep and went on to say that without competitive cheer a lot of those young ladies wouldn't make the Lakeland Prep team. Another topic was the cost for youth cheerleading and whether it was too expensive and that's why the numbers are. Mrs. Nurse provided the PRB with a breakdown of fees and talked about improving on the uniform fitting issues from last year. She is working on streamlining the process.

Rachel Goss and Kembree Darakshani, attended the meeting to provide input for the Cheer Program. Both moms provided input from their own experience and perception. Mrs. Goss pulled her daughter out of Lakeland's cheer program and moved her to a more competitive league. Mrs. Darakshani has a daughter that cheers on the recreational squad and she is fine with the Recreational Cheer Program. Both moms express respect and gratitude to Mrs. Nurse as the Cheer Coach.

Mrs. Nurse once again expressed that her main goal is to get the young ladies ready for Middle School.

- 3) The Senior Center's current programming and future goals were presented to the PRB. Among the goals for programming is to bring in more fitness classes. We currently have chair yoga and line dancing. We would like to bring in a Zumba Gold class for the seniors. Mrs. Odom is in the planning for a couple of day trips this spring and summer, using Durham Bus Services as the escort. The staff is also exploring the possibility of a membership fee.

3. REPORTS FROM OFFICERS & STAFF: None.

4. OLD BUSINESS:

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5. NEW BUSINESS:

Update on Parks and Recreation activities and other items.

1) Parks Administration

a) Athletic Complex, Phase II

Lights remain a top priority for the Athletic Complex. Things are moving forward. Parks and Recreation were approved funds to light the two existing fields at the Sports Complex. A report has gone to MLG&W, and we've already gotten a reply. They will do the initial work and will be identifying the cost. There's a lot of moving parts. We are not letting our foot off the gas. Our hope is that it will be done this summer.

We are working forward on Phase II preliminaries on the architectural side. Design work continues and some work has started with the concession building layout.

2) IH Park Improvements

The parking lot replacement is moving forward. The asphalt is expected to be laid this week.

3) Special Events

Community-wide event planning is under way.

1. Stormwater Run is on May 6, 2023.
2. Fishing Rodeo is May 13, 2023
3. Movie Nights is May 20 and August 4, 2023
4. LAMP Concerts: June 24, July 22, August 26, and September 23
5. Harvest Festival is October 21, 2023
6. Breakfast with Santa or Christmas Festival is December 1st or 2nd.

Bands have been selected for the summer and contracts are being worked on.

b) PRB members were presented with a printed report on the current programming for Youth Sports and Senior Center.

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1) ANNOUNCEMENTS:

The YMCA has approached the Board of Commissioners with their intent to bring a Y to Lakeland at the last BOC meeting. They presented a proposed rendering. Updates will be provided as this unfolds. There are a lot of moving parts.

2) ADJOURNMENT: There being no other business taken into action, Ben Ledsinger, moved to adjourn the meeting; seconded by Steve Snow. Motion carried; voice, vote, all present in favor. The meeting adjourned at 7:36 p.m.



Amber Sawyer, *Secretary*

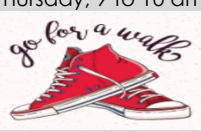
ATTEST:

Debra Murrell, *City Recorder*



Lakeland Senior Center Calendar of Events – May 2023

Activity days and times are subject to change. Calendar updates will be posted on the Just for Seniors webpage.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Walk with Friends on Mondays & Thursday, 9 to 10 am 	1 Ladies BUNCO (Tables FULL) 11 am - 1 pm Jammin' Group, 2 pm	2 Free For All, 10 am *Whimsical Art (Donkey) by Kim, 10 am *Jewelry Making (dragon fly earrings) by Debbie, 1 pm	3 Hand & Foot, 11:30 am Book Club, 1-2:30 pm "TBA" Chair Yoga, 3 pm, Cost: \$3	4 *Southern Belle Pre-Derby Party (& Hat) Luncheon, 11 am (finger foods, games, and prizes). *Watercolor, 1 pm	5 *Soap Making by Mr. Lee, 10 am Cinco de Mayo  (White Elephant – everyone brings a prize), 12:30pm	6 The Rec Room is open for Pool and Shuffleboard on Mondays & Thursday 10am-2pm. Call (901) 746-8195 to set it up.
7 Lakeland Senior Center is located at 4527 Canada Rd. (901) 746-8195. Open Monday-Friday 8 am – 4:30 pm	8 Game Day (FULL) 11 am - 1 pm Jammin' Group, 2 pm Line Dance Lessons, 3 pm \$3	9 Free For All, 10 am *Movie Day, "80 for Brady," Noon (Popcorn and treats served)	10 Garden Club, 10 am Mexican Train, 11:30 am Chair Yoga, 3 pm, Cost: \$3	11 Volunteer Appreciation Luncheon, 11:30 am (This is by Invitation Only). No Watercolor, 1 pm	12 *Social Bridge, 12-3 pm Mexican Train (FULL), 10 am	13 River City Boppers Dance, 7 -10:30 pm (IH Club), \$6 for members and Lakeland residents; \$9 for guests.
14 	15 Ladies BUNCO (Tables FULL) 11 am - 1 pm Jammin' Group, 2 pm	16 Free For All, 10 am *Card Making by Debbie, Judy, and Rhonda, 11 am *NEW Multi-media by Penny, 1 pm	17 Hand & Foot, 11:30 am NO Chair Yoga Today	18 *Lunch & Learn: Pamper Yourself Workshop (free facial), 11 am (sponsored by Tammy Jeanette w/Mary Kay) *Watercolor, 1 pm	19 Dulcimer, 10 am Ice Cream Social, Noon FREE  12:30-2 pm	20 
21 Want more info? Do you and/or a friend want to be added to the email & mailing lists? Call the Senior Center at 746-8195.	22 Jammin' Group, 2 pm Line Dance Lessons, 3-4 pm \$3	23 Free For All, 10 am *Canvas Art by Penny, 1 pm	24 Mexican Train, 11:30 am Chair Yoga, 3 pm, Cost: \$3	25 *Watercolor, 1 pm	26 Mexican Train (FULL), 10 am *Social Bridge, 12-3 pm	27 MAKE NEW FRIENDS 
28 	29 The Senior Center is closed in observance of Memorial Day	30 The Senior Center is closed for staff vacation	31 The Senior Center is closed for staff vacation		<i>It's Easy to Make Friends at Lakeland Senior Center!</i>	



Lakeland Senior Center Calendar of Events – April 2023

Activity days and times are subject to change. Calendar updates will be posted on the Just for Seniors webpage.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	 Walk with Friends on Mondays & Thursday, 9 to 10 am	Volunteer Appreciation Week is April 17-21. 	Celebrate Volunteers All Week (4/16-4/21). Monday: Brownie Day Tuesday: Cake Day Wednesday: Cookie Day Thursday: Pie Day Friday: Ice Cream Day	Volunteer Appreciation Luncheon coming in May (Invitation only)		1 Thanks to Creative Aging for providing programs at LSC!
2 The Rec Room is open for Pool and Shuffleboard on Mondays & Thursdays, from 10 am to 1 pm	3 Ladies BUNCO (Tables FULL) 11 am - 1 pm Jammin' Group, 2 pm	4 Free For All, 10 am (Diamond art, knitting, and chat.) *Whimsical Art (Spring Truck) by Kim, 10 am	5 Hand & Foot, 11:30 am Book Club, 1-2:30 pm Book: "The Last Thing He Told Me," by Laura Dave Chair Yoga, 3 pm; \$3	6 *Craft Corner (Spring Bunny Door Hanger) by Kim, 10 am *Watercolor Class, 1-2:30 pm	7 The Senior Center is closed in observance of Good Friday.	8
9 Lakeland Senior Center is located at 4527 Canada Rd, next door to IH Clubhouse. 746-8195. Open Mon-Fri from 8:00 am – 4:30 pm (hours vary upon activities)	10 Game Day (FULL), 11 am Jammin' Group, 2 pm Line Dance Lessons, 3 pm \$3	11 Free For All, 10 am *Movie Day, Noon "My Sister's Keeper," with Cameron Diaz and Abigail Breslin. Popcorn and treats served.	12 LSC Garden Club, 10 am Mexican Train, 11:30 am Chair Yoga, 3 pm; \$3	13 *Watercolor Class, 1-2:30 pm Pie Day!	14 Mexican Train (FULL), 10 am *Social Bridge, 12- 3 pm	15 River City Boppers Dance, 7 -10:30 pm (IH Club), \$6 for members and Lakeland residents; \$9 for guests.
16 Want more info? Do you and/or a friend want to be added to the email & mailing lists? Call Kim Odom, Senior Center Manager, at 746-8195 or email kodom@lakelandtn.org.	17 Brownie Day! Ladies BUNCO (Tables FULL) 11 am - 1 pm Jammin' Group, 2 pm	18 Cake Day! Free For All, 10 am *Multi-Media Art by Penny, 1 pm	19 Cookie Day! Hand & Foot, 11:30 am Chair Yoga, 3 pm; \$3	20 *Lunch/Learn, 11:30 am, Guest: Parker Dye, PT, with Dynamix PT. Topic: Knee pain. (Lunch provided) *Watercolor Class, 1-2:30 pm	21 Dulcimer, 10 am Ice Cream Day, 12-2 pm FREE BINGO 12:30-2 pm	22 Lakeland Senior Center is a gathering place for friends!
23/30	24 Jammin' Group, 2 pm Line Dance Lessons, 3 pm: Cost is \$3	25 Free For All, 10 am *Canvas Art, 1 pm	26 Mexican Train, 11:30 am Chair Yoga, 3 pm; \$3	27 *Watercolor Class, 1-2:30 pm	28 Mexican Train (FULL), 10 am *Social Bridge, 12-3 pm	29

Lakeland Senior Citizen's Center Policy

The Senior Citizen's Center Policy outlines the City of Lakeland's requirements and expectations for the use of the Senior Citizen's Center facility. The policy acts to guide city staff, facility volunteers, and facility users. The following policy is committed to maintaining the health, safety, dignity, and welfare of Senior Citizen's Center facility users as well as city staff, volunteers, and guests, while ensuring compliance with federal, state, and local law.

FACILITY USE

The Lakeland Senior Citizen's Center, hereby referred to as "the Center", is open and accessible to persons ages 55 and over. Persons under age 55 may not utilize the Lakeland Senior Center. The Center does not charge a membership fee. There will be no rental fees charged to groups or individuals using the premises for approved activities and programs. (Fees may be charged for classes and special events.)

A sign-in sheet must be used to record persons accessing the Center and shall include each individual's name, age, contact person/relative, telephone number, email address, and the date.

The Center is also available for use by various human service agencies dealing with aging concerns, caregivers to the elderly, and "friends" of the Center at the discretion and with the approval of City Manager or designee. Center user may bring guests on occasion, who are expected to follow the Center's Code of Conduct and other provisions of this policy.

The Center shall only be considered open for use when an approved "Responsible Person" is in charge of the activity or program (or designated City staff member). All Responsible Persons must be approved by City Manager or designee in advance.

Because Responsible Persons may not always be available to staff the center, operational hours will vary and shall be determined by City Manager or designee according to the availability of approved Responsible Persons.

When closing the Center, the Responsible Person must:

- ☐ Pick up all miscellaneous trash items from window sills, tables, chairs, etc.
- ☐ Leave kitchen in a neat fashion having washed and put away any dishes used
- ☐ Ensure refrigerator and freezer doors are completely closed
- ☐ Turn off all electrical appliances used
- ☐ Sweep floors, including restrooms and carpeted areas
- ☐ Arrange all tables and chairs in a neat fashion; all tables taken out for the activity should be returned to the table storage room and stacked neatly
- ☐ Take all garbage to the dumpster
- ☐ Close all windows
- ☐ Turn off all lights, including kitchen, bathrooms, and dining rooms
- ☐ Tightly close and lock all doors, checking each to make sure that it is secure

No user will be turned away due to disability, as the Center is accessible to persons with disabilities and in compliance with the Americans with Disabilities Act (ADA).

All Center users *must* be able to take care of daily personal functions while using the Center or be accompanied at all times by an individual other than the Center's designated Responsible Person that can help them if they require special assistance.

The Center may be utilized for a range of activities for the sole purpose of providing a meeting place, programming, or other appropriate activities for the center's users in accordance with the Center Policy and Code of Conduct.

Use of the building does not obligate the Center to provide any equipment not currently assigned to a designated area.

Center users, Responsible Persons, and guests agree to maintain the premises in their current state. Nails, screws, tape, and other fixtures cannot be applied to the walls, woodwork, flooring, or ceiling without permission from City Manager or designee. Groups using reserved facilities should not rearrange furniture without permission from City Manager or designee.

Food and refreshments must be approved by City Manager or designee.

SPECIAL EVENTS, CLASSES, AND PRESENTATIONS

City staff is at no time required to manage the Center unless arrangements have been made in advance and approved by City Manager or designee. The City Manager or designee must approve all programs, presentations, and presenters in advance of the activity. Activity or program fees for specific classes or events may be required for events established by the Center's users and approved by City Manager or designee.

Presenters are required to adhere to Code of Conduct and the following guidelines contained in this policy at all times.

Presentations must be informational or entertaining for seniors. No product or service may be sold.

All activities, programs, and presentations submitted for approval should be listed on the Center Facility Use Form (Appendix A) and signed by the Responsible Person. Presenters and instructor's must be able to demonstrate experience and knowledge in the topic area. Examples of experience and knowledge include: current employment, education, certification, etc. The presenter and topic must be approved by the City Manager or designee, who may cancel the program if necessary.

Presenters must coordinate with City Manager or designee to set a date and time for the program as the City Manager or designee is responsible for scheduling all events in buildings owned and operated by the City. Presentations or activities may be moved to neighboring IH Clubhouse due to scheduling or time constraints, available space, or other considerations as determined by City Manager or designee. Programs must be organized and established by the fifteenth day of the month prior to the dates scheduled for the presentation unless receiving special approval from City staff.

Presenters are responsible for publicity – advertisements may be placed in the following publications: Qnet, City Watch, The Bartlett Appeal or other community media source. Coffee, hot tea, and hot chocolate may be available at the Senior Center for a fee paid by the presenter, though providing additional refreshments, such as cookies or other snacks, is recommended

DONATIONS

The Center will not accept physical donations, such as furniture, appliances, or supplies, except when approved by the Board of Commissioners (BOC) or BOC designee under special circumstances. Cash donations payable by cash or check will be accepted with pre-numbered receipts issued to the donor. While the Center will accept cash donations, all substantial cash donations or other source of funds, should be approved by the BOC.

CODE OF CONDUCT

All of the Center's Responsible Persons, volunteers, members, and guests agree to maintain the respect of every individual involved in Center activities, create a pleasant atmosphere for everyone, and provide an environment for good fellowship among the Center's users.

To achieve this, all members, Responsible Persons, and guests should:

- ☐ Behave and speak in a manner which is respectful of others at all times
- ☐ Not engage in political activities that include, but are not limited to handing out political fliers, political presentations, political fundraising and other related activities
- ☐ Wear reasonable clothing and shoes suitable for the activity
- ☐ Be responsible for their own personal property
- ☐ Refrain from using foul language or other behavior disruptive to Center users or visitors
- ☐ Leave the premises in the same condition in which it was found
- ☐ Report any unusual occurrences immediately to the Responsible Person or City staff
- ☐ Abstain from the use of alcohol and drugs at the Center, which are not permitted in the building or on the premises under any circumstances
- ☐ Refrain from gambling, which is prohibited under any circumstances
- ☐ Assist City staff in enforcing the Code of Conduct
- ☐ Adhere to the Lakeland Senior Citizen Center Policy

Smoking will not be permitted in the building or in non-designated areas. Smoking may only take place in a designated area or no less than 25 feet from the Center facility and parking lot.

Soliciting and business activities are prohibited in- or outside of the Center. Center users may hold fundraisers to raise money for specific programs or activities available to all Center users. When an individual or group wishes to engage in fundraising for Center-related activities or programs, approval of City Manager or designee is required in advance.

A television and computer may be available at the Center. Users are expected to access only materials appropriate according to generally accepted standards of decency and those that accord with the Code of Conduct. Prohibited content includes pornographic websites or programs, websites related to gambling or any other illegal or prohibited activity, and programs or websites that are offensive and disruptive to Center users, Responsible Persons, and guests.

Noncompliance with the Code of Conduct may result in an individual being asked to leave the premises until they are willing to conform to the Center's Code of Conduct.

INCIDENT REPORTING

As the health, safety, dignity, and welfare of Center users, Responsible Persons, and visitors being the utmost priority to the City, any accident, illness, or suspected illness should be immediately reported to 911 emergency response. Incidents involving a violation of the Center's Code of Conduct or other policies should be immediately reported to City staff.

Any incident at the Center involving health and safety, the Code of Conduct, the Senior Center Policy, or other activity or behavior suspected of being inappropriate requires that an Incident Report (Appendix B) be completed and that City staff be notified immediately following notification of emergency personnel in the event that a person's health or safety are in jeopardy.

Facility Use Form

Name: _____

Title(s): _____

Organization/Employer: _____

Telephone#: _____ Email Address: _____

SS# (if required for background check): _____

Address: _____

Program/Event/Presentation (Name and Description): _____

Center Equipment Used: _____

Event Date(s): _____

Certifications: _____

Qualifications: _____

Signature of Responsible Person: _____

Date: _____

Approved by: _____

Date: _____

Lakeland Senior Citizen's Center Incident Report

Date of incident: ____/____/____ Time: _____

Location: _____

Nature of incident: _____

Responsible Person in charge of activity when incident occurred:_____

Name of witnesses: _____

Names of Any Injured Parties & Injuries:_____

Actions Taken: _____

Other facts pertinent to the incident not included above: _____

Notifications made to:_____

Signature of Responsible Person: _____Date: _____

CITY OF
LAKE LAND
TENNESSEE



**SENIOR CENTER
OPERATIONS POLICY**

SENIOR CENTER OPERATIONS POLICY

PURPOSE:

The City of Lakeland values the active adults ages 55+ who participate in the programs and events put on and hosted at the Lakeland Senior Center. This policy is intended to outline the requirements and expectations for the use of the Senior Center facility. The City of Lakeland, through this policy, is committed to maintaining the health, safety, dignity, and welfare of users as well as city staff volunteers and guests while ensuring compliance with all applicable federal, state, and local laws.

FACILITY USE

The Lakeland Senior Citizen's Center, hereby referred to as "the Center", is open and accessible to persons ages 55 and over. The facility is not to be rented to the public and is for use through the programs operated by the City of Lakeland or its designated partners through special permission of the City Manager.

Attendance will be recorded, and personal information may be collected for specific programs. This information may include the user's name, age, contact person/relative, telephone number, email address, and the date of attendance.

The Center is also available for use by various human service agencies dealing with aging concerns, caregivers to the elderly, and "friends" of the Center at the discretion and with the approval of City Manager or designee. Users may bring guests, who are expected to follow the Center's Code of Conduct and other provisions of this policy.

The Center shall only be considered open for use when an assigned member of city staff or a designated volunteer is in charge of the activity or program. All designated volunteers must be approved by the Senior Center Manager and Parks and Recreation Director in advance.

No user will be turned away due to disability, as the Center is

accessible to persons with disabilities and in compliance with the Americans with Disabilities Act (ADA).

All Center users *must* be able to take care of daily personal functions while using the Center or be accompanied at all times by an individual other than the Center's designated Responsible Person that can help them if they require special assistance.

The Center may be utilized for a range of activities for the sole purpose of providing a meeting place, programming, or other appropriate activities for the center's users in accordance with the Center Policy and Code of Conduct.

SPECIAL EVENTS, CLASSES, AND PRESENTATIONS

Activity, program and/or supply fees for specific classes or events may be required for events and are directed to be cost covering and set at the lowest reasonable fee.

Presenters, instructors, and facilitators are required to adhere to the Code of Conduct and the following guidelines contained in this policy at all times.

Presentations must be informational or entertaining for seniors. No product or service may be sold.

Presenters must coordinate with the Senior Center Manager to set a date and time for the program. Presentations or activities may be moved to neighboring IH Clubhouse due to scheduling or time constraints, available space, or other considerations as determined by city staff. Programs must be organized and established by the fifteenth day of the month prior to the date(s) scheduled for the presentation.

DONATIONS

The Senior Center may accept donations so long as it conforms to the

SENIOR CENTER OPERATIONS POLICY

city's financial and cash handling policies. All donations will be receipted by city staff at the time of donation.

CODE OF CONDUCT

All staff, volunteers, members, and guests agree to maintain the respect of every individual involved in center activities, create a pleasant atmosphere for everyone, and provide an environment for good fellowship among the center's users.

To achieve this, all members, Responsible Persons, and guests should:

- Behave and speak in a manner which is respectful of others at all times.
- Not engage in political activities that include, but are not limited to handing out political fliers, political presentations, political fundraising, and other related activities.
- Wear reasonable clothing and shoes suitable for the activity.
- Be responsible for their own personal property.
- Refrain from using foul language or other behavior disruptive to center users or visitors.
- Leave the premises in the same condition in which it was found.
- Report any unusual occurrences immediately to city staff.
- Abstain from the use of alcohol and drugs at the Center, which are not permitted in the building or on the premises under any circumstances.
- Refrain from gambling, which is prohibited under any circumstances.
- Assist City staff in enforcing the Code of Conduct
- Adhere to the Lakeland Senior Citizen Center Policy

Smoking will not be permitted in the building. Smoking may only take place in a designated area or no less than 25 feet from the Center facility and parking lot.

Soliciting and business activities are prohibited in- or outside of the center. Center users may hold fundraisers to raise money for specific programs or activities available to all center users. When an individual or group wishes to engage in fundraising for center-related activities or programs, prior approval of the Parks and Recreation Director is required.

Noncompliance with the Code of Conduct may result in an individual being asked to leave the premises until they are willing to conform to the Center's Code of Conduct.

INCIDENT & ACCIDENT REPORTING

The health, safety, dignity, and welfare of center users, staff, and visitors is of the upmost priority to the city. Therefore, any incident or accident at the Center involving health and safety, the Code of Conduct, the Senior Center Policy, or other activity or behavior suspected of being inappropriate should be reported to city staff immediately, and an Incident Report (Appendix B) shall be completed. In any instance where a person's health or safety are in jeopardy, emergency response personnel shall be immediately notified.

SPONSORSHIP PACKET





Dear Prospective Sponsor:

The City of Lakeland Parks and Recreation Department sponsorship program is designed to effectively market local businesses while making a positive impact on our community. Unlike other traditional forms of advertising, our sponsorships allow a business to be associated with the positive benefits of a community event or recreational program. Whatever your marketing needs, we have distinct partnership opportunities that can complement your plan.

Parks and Recreation facilities make a community more attractive and provide a greater quality of life. With the help from our sponsors, we are able to offer more quality programs and facilities to the residents of Lakeland and the surrounding communities. Your sponsorship plays an important role in shaping our lives, families and homes. Much of the enjoyment and lasting memories of our residents depends on the programs and facilities offered.

Your company can help to ensure that we provide only quality programs and our facilities remain in superior condition. By becoming a sponsor and showing your supports of our programs and events, you are showing your support for the community. This will in turn make a positive impact on your business.

We offer different levels of sponsorships from yearly packages to single event or program levels. There is something affordable for your business big or small. Become a sponsor today and increase your community exposure while benefitting our town and its residents!

Sincerely,

SIGNATURE

Pat O'Mara
City of Lakeland
Parks & Recreation Director
(901) 867-2717
pomara@lakelandtn.gov
www.lakelandtn.gov

Sponsorship Opportunities

(for donations of cash, prizes/giveaways, & in-kind services)

In-Kind Sponsorship consist of a donation of a certain product or service instead of direct financial contribution. For example, a news organization may provide print/web advertising, a restaurant may provide food for an event, etc..., in exchange for being recognized as sponsor. There are numerous possibilities. The “market value of he contribution must meet or exceed a specific amount to be considered a sponsor for an event or program.

Adopt-A-Park Program - Anyone who is interested in adopting a park is welcome to participate in the program. Adopters include: Families, Neighborhoods, Corporations, Community Groups, Faith-based Organizations, etc... Adopters are recognized on the City of Lakeland website and a sign will be installed in the park as a visible statement of their commitment to maintaining the park as a visible statement of their community.

- ⇒ \$1,000/year
- ⇒ 18x24 inch aluminum sign that you get to keep at the end of the year
- ⇒ Installation and maintenance included



Sports League/Team Sponsor

- ◆ Lakeland Parks & Rec League Sponsor
 - ⇒ \$1,000/league
 - ⇒ Available leagues
 - ◇ Youth Developmental Baseball
 - ◇ Summer Flag Football
 - ⇒ Includes sign to be posted at league games and practices
 - ⇒ Company logo placed on all uniforms, marketing and social media posts
- ◆ Tackle Football Sponsor
 - ⇒ \$2,500/team
 - ⇒ Available teams
 - ◇ 8U, 10U, and 12U
 - ⇒ Includes banner to be posted at league games and practices
 - ⇒ Company logo placed on game jersey sleeve and all spirit gear



Sponsorship Opportunities

(for donations of cash, prizes/giveaways, & in-kind services)

Sport Facility Signage - All signs are made of vinyl and offer high visibility. Sponsor may create a design for approval

- ◆ Lakeland Athletic Complex (2 soccer/multipurpose fields available; Phase II baseball fields to be completed)
- ◆ Windward Slopes Park Tennis Courts (2 courts sponsored as a package)
 - ⇒ \$1,000/year
 - ⇒ 4x6 vinyl sign/banner Installation and maintenance included

Tournaments/Races - The City of Lakeland Parks and Recreation Department hosts multiple tournaments and races throughout the year for residents to participate in. To learn more about opportunities such as the Trail Run or the cornhole tournament, please contact the Parks & Recreation Office at 901-867-2717

Annual Fishing Rodeo - Hosted at the International Harvester Managerial Park Lake, this unique opportunity only comes around once a year where kids from ages 4-12 come to participate.

- ⇒ Catfish Sponsor (\$500) - Includes sign, verbal acknowledgment, & logo on trophies
- ⇒ Bass Sponsor (\$250) - Includes small sign and verbal acknowledgment
- ⇒ Bream Sponsor (\$100) - Includes small sign



Family Movie Nights - Hosted at the International Harvester Managerial Park, this event only occurs twice a year; the first weekend of school summer break and the last weekend of summer break right before school starts in August. Families are invited to celebrate with food trucks, games, and an movie appropriate for all ages.

- ⇒ Title Sponsor (\$500) - Includes verbal acknowledgment and booth for business

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Sponsorship Opportunities

(for donations of cash, prizes/giveaways, & in-kind services)

Lakeland Concert Series - Hosted at International Harvester Managerial Park, this four-part event series has a concert in June, July, August, and September. Families are invited to celebrate with food trucks, games, and features a local band.

- ⇒ Series Sponsor (\$2,000) - Sponsors all 4 movie nights provided
 - ◆ Includes verbal acknowledgment and booth for business
 - ◆ Video/commercial played for business prior to the start of each movie
- ⇒ Event Sponsor (\$500) - Sponsors 1 of the 4 movie nights
 - ◆ Includes verbal acknowledgment and booth for business

Lakeland Fall Festival - A fun filled Saturday in October where Lakeland Residents and neighboring communities can come to participate in trick-or-treat, a costume contest, pre-carved pumpkin contest, face painting, games and much more. Occurs the last Friday in October.

- ⇒ Ghost Sponsor (\$500) - Includes company logo on event sign and all marketing materials, verbal acknowledgment, and trick-or-treat booth
- ⇒ Pumpkin Sponsor (\$100) - Trick-or-treat booth only



Christmas Tree Lighting in the Park - Hosted at International Harvester Managerial Park, families are invited to come by for the annual Christmas Tree Lighting, pictures with Santa, and some Christmas treats.

- ⇒ Title Sponsor (\$500) - Includes company logo on event sign and all marketing materials, verbal acknowledgment, and event booth

Custom Sponsorship Package

We are open to your suggestions and look forward to discussing any creative options. Custom Package Sponsor benefits will be negotiated and matched with benefits at the sponsorship levels described. You are able to bundle event sponsorships and ball field/park signage to get a bigger bang for your buck!

Possible Future Sponsorship Opportunities

- ⇒ ***Walking Trails***
- ⇒ ***Disc Golf holes***
- ⇒ ***Turkey Shoot*** - parent/child teams compete in free throw competition. Winner gets to take home a turkey for Thanksgiving.
- ⇒ ***Turkey Trot*** - 5K where entry fee is canned food. All proceeds are donated to a local food kitchen.
- ⇒ ***Kids Triathlon***
- ⇒ ***Indoor Triathlon*** - hosted at a future indoor facility
- ⇒ ***Howl-o-ween*** - Halloween costume contest for our furry friends. Possibly partner with Hollywood Feed, Pet Hospitals, etc.
- ⇒ ***Golf Tournament*** - partner with local golf course to raise money for scholarships or non-profit, or for City P&R project(s).
- ⇒ ***Eggs-travanganza Pool Easter Egg Hunt*** - hosted at a future indoor facility
- ⇒ ***Family Health & Fitness Day*** - gather local health and wellness business to host an "expo" at the LAC. Booths for business, hospital outreach, dietician info, Family Fun Run, Ironman style obstacle course, etc.
- ⇒ ***St. Patrick's Day Event*** - possibly a "dog minded" event to raise funds for new and additional dog amenities or park
- ⇒ ***Tree Sapling Giveaway***
- ⇒ ***Keep Lakeland Beautiful Events***

City of Lakeland
Parks Reservations Fee Schedule
Approved 12/12/21, EFFECTIVE 01/01/22

RESIDENT RATE

Facility	Weekdays (Sun - Thurs)		Weekends (Fri - Sat)		Non-Resident Rate (Mon - Sun)		Non-Profit	
	Rate/Hr	Flat Rate	Rate/Hr	Flat Rate	Rate/Hr	Flat Rate	Rate/Hr	Flat Rate
Banquet Room (2 hr Min)	\$ 80.00		\$ 200.00		\$ 300.00		\$ 50.00	
Banquet Room - Community Group*		\$20		\$50		N/A		N/A
Rec Room W/ Banquet Room only		\$ 200.00		\$ 350.00		\$ 525.00		\$ 35.00
LAMP Rental	\$ 75.00		\$ 100.00		\$ 150.00		\$ 50.00	
LAMP Rental W/Banquet Room		\$ 200.00		\$ 350.00		\$ 525.00		\$35
Alcohol Permit		\$ 100.00		\$ 100.00		\$ 100.00	No Alcohol Allowed	
Deposit - Banquet Room		\$ 200.00		\$ 300.00		\$ 300.00		\$ 100.00
Deposit - Multiple Rooms		\$ 300.00		\$ 400.00		\$ 400.00		\$ 300.00
Deposit with Alcohol		\$400/\$600		\$600/\$800		\$600/\$800		N/A
Cancel. Fee (3-8 wks)		25% + Deposit		25% + Deposit		25% + Deposit		
Cancel. Fee (<3 wks)		50% + Deposit		50% + Deposit		50% + Deposit		

Full Weekend Package	Flat Rate	Non-Resident
Banquet Room, Rec Room, LAMP Fri 5 - 10 pm, Sat 8 am - 1 am, 8 am - 12 pm All facilities included with this package.	\$ 4,500.00	\$ 7,425.00
Deposit	\$ 500.00	\$ 500.00
Cancellation Fee (8 wks+)	\$ 500.00	\$ 500.00
Cancellation Fee (3 - 8 wks)	\$ 750.00	\$ 1,500.00
Cancellation Fee (<3 wks)	\$ 1,250.00	\$ 2,000.00

Pavilions	Resident Rate	Non-Resident
Large Pavilions: City Hall, IH Park, Zandie Kuehl	\$ 100.00	\$ 150.00
Medium Pavilions: Windward Slopes, Oakridge	\$ 50.00	\$ 75.00
Deposit	\$ 50.00	\$ 50.00
Cancellation Fee (3 wks+)	25% + Deposit	25% + Deposit
Cancellation Fee (<3 wks)	50% + Deposit	50% + Deposit

Additional Add-On Options	Flat Rate
Sound System	\$ 200.00
Screen & Projector	\$ 100.00
Podium	\$ 50.00
Storage Fees	\$1.00/sqft.
TV Remote Replacement	\$100

Community Groups are any non-profit group approved by the director of Parks and Recreation with a home base in Lakeland **with regularly occurring meetings**.

At least one meeting per quarter for this rate - these meetings must be scheduled on an annual basis.

These include HOAs from Lakeland neighborhoods, and scouting groups with connections to LSS schools, or Lakeland Churches.

City of Lakeland

Parks Reservations Fee Schedule

Proposed changes - May 9, 2023, Effective Date if approved for NEW rentals beginning 5/10/2023

RESIDENT RATE

Facility	Weekdays (Sun - Thurs)		Weekends (Fri - Sat)		Non-Resident Rate (Mon - Sun)		Non-Profit (Sun - Thurs)	
	Rate/Hr	Flat Rate	Rate/Hr	Flat Rate	Rate/Hr	Flat Rate	Rate/Hr	Flat Rate
Banquet Room (2 hr Min)	\$ 80.00		\$ 200.00		\$ 300.00		\$ 50.00	
Banquet Room - Community Group*		\$ 20.00		\$ 50.00		N/A		N/A
Rec Room ONLY	\$ 50.00		\$ 125.00		\$ 180.00		\$ 30.00	
Rec Room - Community Groups*		\$ 15.00		\$ 35.00		N/A		N/A
Rec Room W/ Banquet Room only		\$ 200.00		\$ 350.00		\$ 525.00		\$ 35.00
Rec Room W/ Banquet /Com. Groups*		\$ 10.00		\$ 25.00		N/A		N/A
LAMP Rental	\$ 75.00		\$ 100.00		\$ 150.00		\$ 50.00	
LAMP Rental W/Banquet Room		\$ 200.00		\$ 350.00		\$ 525.00		\$ 35.00
Alcohol Permit		\$ 100.00		\$ 100.00		\$ 100.00	No Alcohol Allowed	
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Cancel. Fee (3-8 wks)		25% + Deposit		25% + Deposit		25% + Deposit		
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Cancellation Fee (<3 wks)	\$ 1,250.00	\$ 2,000.00

Additional Add-On Options	Flat Rate
Sound System	\$ 200.00
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Deposit	\$ 50.00	\$ 50.00
Cancellation Fee (3 wks+)	25% + Deposit	25% + Deposit
Cancellation Fee (<3 wks)	50% + Deposit	50% + Deposit

Field Rentals - Athletic Complex		
1 field/block	\$150	90 minutes
1 field/day	\$600	8 am - 10 pm
both fields/block	\$275	90 minutes
both fields/day	\$1,100	8 am - 10 pm
Field Painting	varies by size	each
Lighting use	\$50/day/field	each

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These include HOAs from Lakeland neighborhoods, and scouting groups with connections to LSS schools, or Lakeland Churches.

May 9, 2023

PARKS ADMINISTRATION

1. ATHLETIC COMPLEX, PHASE II

- A. Lights remain a top priority for the Athletic Complex.
 - i. We are working hard with Barge and MLGW to keep the project moving.
- B. Other design work continues and some work has begun with the concession building layout for Phase II.
 - i. Attached is the first draft of the concession building
 - 1. *It is important to note that changes are likely on all parts of the project while we are still early in the plan.*
 - ii. We expect to be at 50% design at the end of next month.

2. IH PARK IMPROVEMENTS

- A. Parking lot replacement is nearing the end.
 - i. Final inspections are expected soon.

3. SPECIAL EVENTS

- A. 2023 Special Event planning has begun.
 - i. Stormwater Run – 5/6 - Working with Engineering department's Storm water function and resources to plan this.
 - ii. Fishing Rodeo – 5/13
 - 1. *Lake will be closed and stocked this week*
 - iii. Movie Nights –
 - 1. *5/20 - Minions, the Rise of Gru*
 - 2. *8/4 - The Bad Guys*
 - iv. LAMP Concerts –
 - 1. *6/24 - Formerly Known As (Memphis Dawgs, Memphis in Mexico & MemPops)*
 - 2. *7/22 - The Amber McCain Band (Memphis Dawgs, Memphis in Mexico & Southern Roasted Coffee)*
 - 3. *8/26 - Twin Soul (Memphis Dawgs, Millie's Garden & Southern Roasted Coffee)*
 - 4. *9/23 - Six Feet Under (Memphis Dawgs, Victory Lane BBQ & MemPops)*
 - v. Harvest Festival – 10/21
 - vi. Breakfast with Santa/Christmas Festival – 12/1 or 12/2

May 9, 2023

PARKS MAINTENANCE

1. IH CLUBHOUSE RENTALS

- A. Senior Center Uses: 23
- B. Non-Profit/Community Group Rentals: 39
- C. Private Rentals: 2

2. PAVILION RENTALS

- A. Private Rentals: 5

3. IH IMPROVEMENTS

- A. A new door access system to allow for the two rooms to be rented individually has been installed.
- B. The replacement of the lighting in Senior Center and outside the building has been completed.
- C. The external doors have been quoted for replacement for additional security. We are trying to get this completed before July.

4. STAFFING

- A. We have posted a part-time maintenance position that will work Thursday – Monday to get trash and litter handled during the busy summer months on the weekends.
- B. This position would also cover any setups we have in pavilions and the clubhouse during the 5-6 busiest months (May – October)

May 9, 2023

RECREATION / ATHLETICS UPDATE

1. FLAG FOOTBALL MINI SESSION

A. Registration Numbers

- i. 8U has 54 registered.
- ii. 10U has 34 registered.
- iii. Signups last until May 7TH.

B. Flag Football – Timelines

- i. Evaluation days are May 8TH and 9TH.
- ii. 8U games are on Mondays and practices on Wednesdays.
- iii. 10U games are on Wednesdays and practices on Mondays.
- iv. Practices start May 22ND.

2. YOUTH DEVELOPMENTAL BASEBALL

A. Registration Numbers

- i. There are 12 signed up for 4U T-Ball
- ii. There are 9 signed up for 6U Coach Pitch
- iii. There are 11 signed up for 8U Coach Pitch

B. Baseball – Timelines

- i. Practices will be on Mondays, Tuesdays, or Thursdays
- ii. 8U evaluation day will be on May 16TH –17TH 5:30-7:30
- iii. Practices start May 22ND.

3. ADULT SOCCER

A. Registration Numbers

- i. Registration started on April 5TH and goes on until June 5TH
- ii. There is 1 team signed up for Recreational Division

B. Adult Soccer – Timelines

- i. Games start on June 10TH.

4. CHEER

A. Cheer – Football

- i. We have 31 registered for Recreation Cheer

- ii. There are 3 signed up for Competitive Cheer
- iii. Registration is open until July 23RD.

B. Cheer – Timelines

- i. Uniform fitting scheduled for May 9TH 5:00_{PM} at IH Clubhouse
- ii. Summer practices are July 11TH – August 2ND from 12:00_{PM} – 1:00_{PM}
- iii. School year practices are August 8TH – November 16TH (depending on post-season schedule)
- iv. Game schedule TBD

5. TACKLE FOOTBALL

A. Tackle Football Registration Numbers

- i. 8U has 6 signed up.
- ii. 10U has 5 signed up.
- iii. 12U has 3 signed up.
- iv. Registration lasts until June 25TH.

B. Tackle Football - Timelines

- i. Practice starts July 5TH.

6. TENNIS CLINICS

A. Tennis Clinic Registration Numbers

- i. 5-10 age group has 7 registered total.
- ii. 11-18 age group has 3 registered total.

B. Tennis Clinic - Timelines

- i. The first set of clinics started March 12th and will run until April 16TH.
- ii. The second set of clinics will start on April 23rd and run until May 21ST.

7. YOUTH SOCCER

A. Youth Soccer Update

- i. Practices and games will wrap up on May 13TH.

May 9, 2023

SENIORS/SENIOR CENTER UPDATE

1. SENIOR CENTER EVENTS

- A. Seniors Spring Dinner originally scheduled for March 31st was held April 21st.
 - i. 65 tickets sold.
 - ii. Entertainment provided by the Creative Aging Grant funds.
- B. Southern Belle Pre-Kentucky Derby Luncheon – 5/4/23
 - i. 25 attendees to this free lunch
- C. Procedures Change Update Presentation and Listening Session – 5/10/23
 - i. Pat and Kim will hold a session in which they will show the redesign of the Senior Center Webpage, and procedures change for registering for certain programs that have fees or capacity limits.
 - ii. The second half of the meeting will include a listening session for seniors to voice their opinions on programs and events they would like to see us work toward providing.
 - 1. *This session will be provided as many of the seniors will not venture out during the time of the PRB to participate in that goal setting session.*

2. SENIOR CENTER PROGRAMS

- A. Garden Club has been busy.
 - i. Solar powered rain barrel irrigation system for the patio was donated and installed.
 - ii. Club members are volunteering with planting in the IH planters in the parking lot this week.

3. APRIL & MAY CALENDARS ATTACHED AS PART OF THE SENIOR CENTER GOAL SETTING SESSION.