



General Information Manual

303 Portland Blvd
Portland, TN 37148
Office • 615-325-6464
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M-F 8:00 - 4:30

Weather / Facility Hotline • 615-614-8602
www.rainoutline.com

www.cityofportlandtn.gov
[Facebook.com/Portland, TN Parks&Recreation](https://www.facebook.com/Portland,TN-Parks&Recreation)

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

PARKS DEPARTMENT STAFF

Director	Jamie White	615-456-3687 jamie.white@cityofportlandtn.gov
Assistant Director	Tammy Groves	615-806-9914 tgroves@cityofportlandtn.gov
Crew Leader	Trent Stephens	615-394-1575 tstephens@cityofportlandtn.gov

DIRECTIONS

<u>Parks</u>	<u>GPS Latitude</u>	<u>GPS Longitude</u>
<u>Meadowbrook Park</u> 700 S Broadway (Hwy 109)	36°34'10.32"N	86°30'43.92"W
<u>Richland Park</u> – South Entrance 303 Portland Blvd	36°34'58.90"N	86°30'33.82"W
<u>Richland Park</u> – North Entrance 321 Portland Blvd	36°35'6.38"N	86°30'32.40"W

Meadowbrook Park

15 Acre Passive Park

From the Hwy 52 / Hwy 109 intersection, travel S on Hwy 109. The entrance is .5 mile on the right (just past Portland Middle School on the left).

Richland Park

191 Acre Park

From the Hwy 52 / Hwy 109 intersection, travel N on Hwy 109. At approx .33 mile, take a right on McGlothlin (traffic light #7). Cross the RR Tracks and N Russell St (you are now on Wheeler St). After crossing N Russell, at approx .3 mile, fork left onto Portland Blvd. The south entrance is about 300 feet on your right. The north entrance is about .2 mile on your right.

PARKS AND AMENITIES

Meadowbrook Park

Walking Trail - .46 miles
2 Shelters (1 shelter and the barn)
Picnic Tables and Grills
Restrooms
Basketball Court (lighted)
Open Field (free play area)
Playground Area
Skate Park – lighted
Tennis Courts, 2 – lighted
Dog Park

Mini-Park

1 Shelter (gazebo)
Picnic Tables

Richland Park

Walking Trail - 1.4 miles, (partially lighted)
2 Shelters
Picnic Tables and Grills
Restrooms
Baseball/Softball Fields, 8 (7 lighted)
Football/Soccer Fields, 8 (8 lighted)
Shuffleboard Courts, 2
Amphitheater
Basketball Court (lighted)
Community Center
Gym
Playground Areas, 2
Swimming Pool (Public)
All Natural Surface Trail- 3 miles
(Hike and Bike Trail)
Pump Track
Historic Cold Springs School and Museum

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.

POLICIES

Payments

The Parks Department accepts cash, check and credit cards for all payments (reservations and programs). All reservations utilize the Active Network system, and a customer profile is required for reservations or registrations.

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 lots 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, the gym, or 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.

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.

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 for most special events, and all teams using facilities for practices or games. Further details are available at 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 requires payment at the time of the reservation. All reservations utilize the Active Network system, and a customer profile is required for reservations or registrations. Users can make reservations in real-time through this system. Your reservation can be “held” by phone for up to one business day. Contact the Parks & Rec office for details. More detailed facility information is available on the website.

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 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 can 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

Richland Park and Meadowbrook Park each have one lighted outdoor court that are available for free play. The lights are controlled by the users during park hours.

Community Center

The Robert Coleman Community Center (RCCC) is the site of the Parks Department offices and hosts a variety of recreational programs. The facility is available for rent to private users for parties, reunions, weddings, receptions, and meetings. The rental fee includes use of tables, 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. Party Packages are available, which include gym use (refer to our Party Packages).

Dog Park

It is located at Meadowbrook Park and is open from 7 am until dusk. The 1 acre fenced property has separate areas for small and large dogs. The park includes a shade structure, benches and drinking water for the dogs. The water is not available during the winter season. The .3 acre small dog area is limited to dogs 25 pounds or lighter while the .7 acre large dog area is open to all dogs.

Richland Gym

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 gym is heated but does not have air conditioning. It may be reserved, as available, for athletic activity, events, or indoor sports. The facility is not available for outdoor league team practices (baseball, football, soccer, softball).

Mountain Bike Trail

The 3 miles of all natural surface trail is located at Richland Park and is open from 7 am to dusk. The all natural surface trail is for bikers and hikers. The trail offers a well-rounded foundation for beginners as a challenge for more advanced riders.

Party Packages

The gym can be used in association with a Community Center reservation, to enhance a party. The gym is available at a discounted rate for either the first or last hour of the RCCC reservation.

Pump Track

This all dirt track is located at Richland Park and is open from 7 am until dusk. The pump track is a looping trail system that you can ride continuously without pedaling. Your speed along the pump track is dependent on your ability to gain momentum by “pumping” the tight terrain transitions of the track. The track is for bicycle riders only.

Shelters

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

Shuffleboard

The 2 courts, side by side, are located at Richland Park. The courts 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. Reservations include use of 2 nearby picnic tables.

Skate Park

This 6000 square foot modular facility is located at Meadowbrook Park. The park includes a skate table, round grind rail, quarter pipe, grind box, and 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 during park hours.

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 pm to 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 late August. The pool is open 7 days a week. General admission to the pool is \$5 (free to those 55 and older or 3 years and younger). The pool is available for rentals (pool parties), 7 days a week throughout the season. Reservations have to be made in advance (normally at least 7 days), through the Parks Department. The Parks Department offers swimming lessons in June and July. The Parks Department manages a Swim Team, which is open for children and adults.

Tennis Courts

The 2 lighted tennis courts are available for free play at Meadowbrook Park. The lights are controlled by the users during park hours.

Walking /Hiking/Biking Trails

Richland 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 Park: The walking trail is paved and measures .46 miles.

Richland Park: The walking trail is paved and partially lighted and measures 1.4 miles. The all natural surface mountain bike and hiking trail measures 3 miles.

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 AND EVENTS

Featured Programs

- Youth Basketball Fall
- Adult Softball Spring and Fall
- Silver Sneakers Year round exercise program for Seniors
- Swim Lessons Summer program for kids
- Swim Team Summer program

Featured Events

- Daddy Daughter Dance
- Easter Egg Hunt
- Trash and Treasure Sales
- Strawberry Festival
- Movies in the Park
- Touch a Truck
- Trick or Treat
- Portland Harvest Craft Show
- Visit with Santa

For more information on Portland Parks and Recreation please visit www.cityofportlandtn.gov.