



## *General Information Manual*

### **Parks and Recreation Offices**

321 Portland Blvd  
Portland, TN 37148  
Office • 615-325-6464  
M-F 8:00 am - 4:30 pm  
[www.CityOfPortlandTN.gov/Departments/Parks-Recreation](http://www.CityOfPortlandTN.gov/Departments/Parks-Recreation)  
[Facebook.com/PortlandParksRec](https://www.facebook.com/PortlandParksRec)

### **Dogwood Hills Municipal Golf Course**

1224 South Broadway  
Portland, TN 37148  
Office • 615-745-5592  
[Facebook.com/DogWoodHills](https://www.facebook.com/DogWoodHills)

Weather / Facility Hotline • 615-614-8602  
[www.rainoutline.com](http://www.rainoutline.com)

### **Richland and Meadowbrook Park Hours**

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

### **City Hall**

100 South Russell  
Portland, TN 37148  
Office • 615-325-6776  
[www.cityofportlandtn.gov](http://www.cityofportlandtn.gov)  
[Facebook.com/cityofportlandtn](https://www.facebook.com/cityofportlandtn)



**Downtown Mini-Park**

***.12 Acre Public Gathering & Tourism***

From the Hwy 52 / Hwy 109 intersection, travel N on Hwy 109. The entrance is .25 miles on the 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
- Dog Park

**Mini - Park**

- 1 Shelter (gazebo)
- Picnic Tables
- Strawberry Crate

**Dogwood Hills Golf Course**

- 9 Hole Public Course

**Richland Park**

- Walking Trail - 1.4 miles, (partially lighted)
- 2 Shelters
- Picnic Tables and Grills
- Restrooms
- Basketball Court (lighted)
- Baseball/Softball Fields, 8 (7 lighted)
- Open Field (free play area)
- Football/Soccer Fields, 8 (8 lighted)
- Playground Area, 2
- Shuffleboard Courts, 2
- Amphitheater
- Community Center
- All Natural Surface Trail- 3 miles (Hike and Bike Trail)
- Swimming Pool (Public)
- Gym
- 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.

**POLICIES**

**Restricted Activities**

It is the responsibility of all users of City owned facilities and/or property to adhere to all rules and regulations of the City of Portland Municipal Code, all Ordinances, all Resolutions, and all other applicable Federal, State, and County regulations and laws, 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. Individual persons, groups, businesses, and organizations may not use any City Facility and/or City Property for profit or non-profit purposes; nor can individuals use City Facilities and/or City Property for yard-sales, give-a-ways, promotions, services, etc. Entry fees and selling are typically not permitted for any type of standard facility reservation. The City reserves the right hold special events and/or activities as it chooses; and at any time the City can

refuse, restrict, and abolish any activity it deems to not be in the best interest of the facility, the property, the public, or the staff.

### **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.

### **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; and pet/animal services such as training, grooming, washing, selling, trading, or vaccinations are not allowed on City owned property.

### **Tobacco and Vaping**

Smoking, vaping, 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.

### **Dog Park**

Meadowbark Park is located inside Meadowbrook Park. 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.

### **Dogwood Hills Golf Course**

Dogwood Hills is a public nine-hole course. From the white tees it is 6447 yards. There are gold, red, white and blue tee markers. The course is designed to play from the gold and white tees for the

front nine and the red and blue tees for the back nine. It is a beautiful course with a competitive layout. The Club House has a meeting room, concessions and restrooms. The facility is available for rent to private users for parties, reunions, weddings, receptions and meetings.

### **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.

### **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.

### **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 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.

**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.

**ADA**

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 Sale
- Strawberry Festival
- Movies in the Park
- Touch a Truck
- Trick or Treat
- Portland Harvest Craft Show
- Visit with Santa
- Christmas Parade and Tree Lighting

The City of Portland is an Equal Opportunity Employer and Provider of Service; and the City of Portland does not discriminate based on race, color or national origin.

The City of Portland will comply with the Title VI Civil Rights Act of 1964 and the Civil Rights Restoration Act of 1987. The City will utilize its best efforts in maintaining compliance in all programs subject to the requirements of Title VI and all other federal regulations applicable to the administration of such programs.