

## General Recreation Guidelines

<p><b>Bartlett I.D. Requirements</b></p>	<p>Bartlett Parks &amp; Recreation requires all program participants to have a current I.D. card. The annual fees are as follows: Residents - \$5.00; Non-residents - \$25.00; Sports Specific/Class Specific - \$10.00 (for one sport/class per year). Lost card fee is \$5.00. Senior cards are half price.</p>
<p><b>Proof of Residency</b></p>	<p>Individuals through the age of 17 years must be accompanied by their parents to purchase an I.D. card. Those wishing to purchase an I.D. card for themselves or their child must provide a valid photo I.D. (TN drivers license or identification with your current address) to verify residency.</p>
<p><b>Registration Fee</b></p>	<p>There is a \$2.00 (non-refundable) registration fee.</p>
<p><b>Cancellation/Refund Policy</b></p>	<p>Activities are either offered or cancelled based on the enrollment since the fees collected must offset personnel, equipment and other program expenses. Therefore, any requests for a refund must be made at least 72 hours prior to the scheduled starting session, and a \$5.00 service charge will be assessed. Requests after this time will not be considered. We cannot be responsible for circumstances beyond our control. In the event that an activity is filled, cancelled or a schedule change prohibits participation, a full refund will be made. Please allow up to six weeks for refunds to be issued.</p>
<p><b>Facility Rentals</b></p>	<p>Are you planning a wedding, reception, family reunion or party? Do you need space for a meeting, picnic or special occasion? Our facilities will meet your specific needs at competitive rates. Consider our facility when planning your activity. Call the Parks &amp; Recreation office at 385-5590 for information.</p>
<p><b>New Programs &amp; Instructors Needed</b></p>	<p>The Bartlett Parks &amp; Recreation Department aims to offer programs of the best quality and variety. Qualified, innovative adults who would like to share their talents, skills, expertise, hobbies, knowledge and career experience are needed to teach classes. No teaching degree is required. Our educational and recreational program opportunities include all types of arts and crafts, dancing, cooking specialties and special interest programs. We will welcome the opportunity to meet with you. Call Shan Criswell, 385-5593, for information about submitting proposals.</p>

**Gymnasium  
Information****Rules**

- A Bartlett I.D. (resident or non-resident) is required to use the gym or check equipment.
- Gym shoes will be worn at all times.
- No personal equipment can be used in the facility. Equipment must be checked out.
- Specified court time is available to Bartlett residents at no charge.
- Reservations for court time must be phoned in not less than 48 hours in advance of the date.

**Open Play & Reservations**

The gym will be open to the public for open play from 2:00 - 5:00 p.m., Monday - Friday unless a scheduled class is in the gym. Any reservations during that time will take precedence over open play. The six-person rule will be waived for any family with three or more members holding valid I.D. cards with reservations.