August – December 2020 Information Guide
City of Bartlett Phone Numbers

<table>
<thead>
<tr>
<th>Department</th>
<th>Phone</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Information</td>
<td>901-385-6400</td>
<td></td>
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<tr>
<td>Mayor’s Office</td>
<td>901-385-6444</td>
<td>6400 Stage Road</td>
</tr>
<tr>
<td>A. Keith McDonald, Mayor</td>
<td></td>
<td>Mark Brown, CAO</td>
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<tr>
<td>Jeanie Underwood, Mayor’s Executive Assistant</td>
<td></td>
<td>Loryn Hernandez, Secretary</td>
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<tr>
<td>City Clerk</td>
<td>901-385-6449</td>
<td>6400 Stage Road</td>
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<tr>
<td>Penny Medlock</td>
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<tr>
<td>Community Relations</td>
<td>901-385-5589</td>
<td>5868 Stage Road</td>
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<tr>
<td>Debbie Gelineau, Director</td>
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<tr>
<td>Bartlett Station Municipal Center</td>
<td>901-380-4771</td>
<td>5868 Stage Road</td>
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<tr>
<td>General Information</td>
<td></td>
<td>Cynthia Black, Facility Manager</td>
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<tr>
<td>Bartlett Performing Arts &amp; Conference Center</td>
<td>901-385-6440</td>
<td>3663 Appling Road</td>
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<tr>
<td>Business Office</td>
<td></td>
<td>Box Office 901-385-5588</td>
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<tr>
<td>Bartlett Public Library</td>
<td>901-386-8968</td>
<td>5884 Stage Road</td>
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<tr>
<td>Nakia Armstrong, Branch Manager</td>
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<tr>
<td>Bartlett Senior Center</td>
<td>901-385-6439</td>
<td>5727 Woodlawn Street</td>
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<tr>
<td>Candace Ward, Facility Manager</td>
<td></td>
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<tr>
<td>Bartlett City Schools</td>
<td>901-202-0855</td>
<td>5705 Stage Road</td>
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<tr>
<td>Dr. David Stephens, Superintendent</td>
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<td><a href="http://www.BartlettSchools.org">www.BartlettSchools.org</a></td>
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<tr>
<td>Finance Department</td>
<td>901-385-6428</td>
<td>6400 Stage Road</td>
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<tr>
<td>Dick Phebus, Director</td>
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<tr>
<td>Personnel Department</td>
<td>901-385-6430</td>
<td>6400 Stage Road</td>
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<tr>
<td>Ted Archdeacon, Director</td>
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<tr>
<td>Planning Department</td>
<td>901-385-6417</td>
<td>6382 Stage Road</td>
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<tr>
<td>Kim Taylor, Director</td>
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<tr>
<td>Code Enforcement</td>
<td>901-385-6425</td>
<td>6382 Stage Road</td>
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<tr>
<td>Jim Brown, Director</td>
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<tr>
<td>Public Works</td>
<td>901-385-5570</td>
<td>3585 Altruria Road</td>
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<tr>
<td>Mike Adams, Director</td>
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<tr>
<td>Matt Crenshaw, Assistant Director</td>
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</tbody>
</table>

Fire Department Headquarters
2939 Altruria Road
General Information 901-385-5536
Terry Wiggins, Fire Chief
Tommy Gately, Assistant Fire Chief
Howard McNatt, Fire Marshal
Johnny Johnson, Deputy Fire Marshal
Darren Webb, EMS Coordinator
Blake Boros, Training Officer
Fire Station 1 - 2939 Altruria Road
Fire Station 2 - 5996 Memphis-Arlington
Fire Station 3 - 7855 Memphis-Arlington
Fire Station 4 - 6875 Old Brownsville Road
Fire Station 5 - 3725 Brunswick Road

Police Department - Headquarters
3730 Appling Road
General Information 901-385-5500
Jeff Cox, Chief of Police
Steve Sones, Assistant Chief of Police
Chief Inspector Tina Schaber, Staff Support
Chief Inspector Chris Page, Patrol
Chief Inspector Chris Golden, Investigations
PIO, Lt. Jeremy Springer

Police Substation - Bartlett Station Municipal Center
5868 Stage Road
General Information 901-385-5510
Crimestoppers 901-382-MONY
Emergency 911
Non-emergency 901-385-5555
Court 3730 Appling Road
Bill Lloyd, Court Clerk 901-385-5580

Bartlett Animal Shelter
5220 Shelter Run Lane
General Information 901-385-6484

Engineering
6382 Stage Road
Rick McClanahan, Director
John Horne, Assistant Director 901-385-6499

Parks & Recreation
5868 Stage Road
Shan Criswell, Director
Paul Wright, Assistant Director 901-385-5590
Singleton Community Center 901-385-5593
Bartlett Senior Center 901-385-6430
Athletic Office 901-385-5599
Bartlett Recreation Center 901-385-6470

For more information about the City of Bartlett, visit www.CityofBartlett.org. Find us on Facebook and Twitter
# Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>The City of Bartlett</td>
<td>2</td>
</tr>
<tr>
<td>Bartlett City Schools</td>
<td>3</td>
</tr>
<tr>
<td>Family Assistance Program</td>
<td>4</td>
</tr>
<tr>
<td>Frequently Asked Questions of the Water Department</td>
<td>5</td>
</tr>
<tr>
<td>Finance Department</td>
<td>4-6</td>
</tr>
<tr>
<td>Frequently Asked Questions of the Tax Department</td>
<td>5</td>
</tr>
<tr>
<td>Bartlett Code Enforcement</td>
<td>6-9</td>
</tr>
<tr>
<td>Bartlett Public Works</td>
<td>10-11</td>
</tr>
<tr>
<td>Bartlett Animal Shelter</td>
<td>11</td>
</tr>
<tr>
<td>Citizens Police Academy</td>
<td>12</td>
</tr>
<tr>
<td>Youth Citizens Police Academy</td>
<td>12</td>
</tr>
<tr>
<td>Community Emergency Response Team</td>
<td>13</td>
</tr>
<tr>
<td>Teen Community Emergency Response Team</td>
<td>13</td>
</tr>
<tr>
<td>Before Disaster Strikes...Be Prepared</td>
<td>14-15</td>
</tr>
<tr>
<td>COVID-19 Information and Resources</td>
<td>16</td>
</tr>
<tr>
<td>Bartlett Station Municipal Center</td>
<td>17-18</td>
</tr>
<tr>
<td>Bartlett Public Library</td>
<td>19-20</td>
</tr>
<tr>
<td>Bartlett Performing Arts Center</td>
<td>21-22</td>
</tr>
<tr>
<td>Bartlett Parks &amp; Recreation</td>
<td>23-27</td>
</tr>
<tr>
<td>Athletic Office</td>
<td>28</td>
</tr>
<tr>
<td>Bartlett Senior Center</td>
<td>29-30</td>
</tr>
<tr>
<td>Singleton Community Center</td>
<td>31-38</td>
</tr>
<tr>
<td>Bartlett Recreation Center</td>
<td>39-44</td>
</tr>
</tbody>
</table>
City Government

Mayor
A. Keith McDonald

Alderman Position 1
W.C. (Bubba) Pleasant

Alderman Position 2
Emily Elliott

Alderman Position 3
David Parsons

Alderman Position 4
Bobby Simmons

Alderman Position 5
Jack Young

Alderman Position 6
Paula Sedgwick

The City of Bartlett is governed by an elected Board of Mayor and Aldermen. Six aldermen are elected to four-year staggered terms. The mayor is elected to a four-year term. City elections are held in even-numbered years. Much of the business of the City of Bartlett is overseen by various boards and commissions. We have 13 Citizen Boards/Commissions. You are welcome to volunteer to serve on a board or commission of interest. Mail your letter to Mayor A. Keith McDonald, City of Bartlett, 6400 Stage Rd., Bartlett, TN 38134 or e-mail at kmcdonald@CityofBartlett.org. You will be placed on the waiting list for that board; and when an opening occurs, Mayor McDonald will make a recommendation to the Board of Mayor and Aldermen, who will then vote on the appointment.

Boards Commissions and Committees

- Bartlett Arts Council
- BPACC Advisory Board
- Bartlett Station Commission
- Board of Zoning Appeals
- Beer Board
- City Beautiful Commission
- Code Appeals Board
- Design Review Commission
- Family Assistance Commission
- Storm Water Board of Appeals
- Grievance Review Board
- Historic Preservation Commission
- Industrial Development Board
- Parks & Recreation Advisory Board
- Pension Board
- Planning Commission
- The Retirement Plan Committee

Bartlett Demographics

Updates as of July 2020

Date of Incorporation: 1866
Population:
2016 Census Estimate – 58,878
2017 Census Estimate – 59,102
2018 Census Estimate – 59,403
2019 Census Estimate – 59,440
Number of Households: 20,989
Form of Government: Mayor and Board of Aldermen
City Area: 32.30 square miles
Annexation Reserve Area: 11.64 square miles
Bond Rating: Standard & Poor’s AAA, Moody’s Investor Aa1

2020 Holiday Observance

New Year’s Day: Wednesday, January 1
Martin Luther King, Jr. Day: Monday, January 20
Good Friday:* Friday, April 10
Memorial Day: Monday, May 25
Independence Day: Friday, July 3
Labor Day: Monday, September 7
Veteran’s Day:* Wednesday, November 11
Thanksgiving:
Christmas:
New Year’s Day: Friday, January 1, 2021

*Trash pick-up is not affected on Veterans Day and Good Friday.
**Bartlett City Schools**

5705 Stage Road, Bartlett, TN 38134  
Phone: 901-202-0855 | Fax: 901-202-0854

Dr. David A. Stephens,* Superintendent  
School Board Members:  
David Cook, *Chairman  
Bryan Woodruff, Vice-Chairman  
Erin Berry, Board Member  
Shirley Jackson, Board Member  
Portia Tate, Board Member  

For more info visit BartlettSchools.org.

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**Buy Bartlett**

The goal is to increase retail sales in Bartlett and provide job security for local retail workers. Secondly, we want residents of Bartlett to know how their decisions about where to buy gas, groceries or a new appliance can actually impact their city services and indirectly their property taxes.

**Invest in your community!**  
Sales tax collection is the City’s 2nd largest revenue source behind property tax collection.

For every dollar you spend with a retail Bartlett business, you pay 9.75% in state and local sales tax. 2.25% stays within Bartlett for city operations and the Bartlett City School System. 0.5% is returned the city of Bartlett for general purposes and city school operations. The remaining 7% goes to the state of which a portion is distributed back to all cities, including Bartlett, based on population. If you spend the same amount outside the City of Bartlett, only a very small portion of your sales tax dollars is returned to the City.

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**High Schools**

**Bartlett High School (10-12)**  
5688 Woodlawn Street, 38134  
Phone 901-373-2620

**9th Grade Academy (9)**  
4734 Shadowlawn Road, 38002  
Phone 901-373-2624

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**Middle Schools**

**Appling Middle School (6-8)**  
3700 Appling Road, 38133  
Phone 901-373-1410

**Bon Lin Middle School (6-8)**  
3862 N. Germantown Road, 38133  
Phone 901-347-1520

**Elmore Park Middle School (6-8)**  
6330 Althorne Road, 38134  
Phone 901-373-2642

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**Elementary Schools**

**Altruria Elementary School (K-5)**  
6641 Deermont Drive, 38134  
Phone 901-373-2600

**Bartlett Elementary School (K-5)**  
3932 Billy Maher Road, 38135  
Phone 901-373-2610

**Bon Lin Elementary School (K-5)**  
3940 N. Germantown Road, 38133  
Phone 901-937-2344

**Ellendale Elementary School (K-5)**  
6950 Dawnhill Road, 38135  
Phone 901-373-2344

**Oak Elementary School (K-5)**  
3573 Oak Road, 38135  
Phone 901-373-2646

**Rivercrest Elementary School (K-5)**  
4825 Rivercrest Lane, 38135  
Phone 901-373-1373

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**News Media**

Bartlett is served by one weekly newspaper, The Bartlett Express, a daily metropolitan paper, The Commercial Appeal, and an online newspaper, The Daily Memphian. There are six local television stations, 25 AM and FM radio stations, Comcast and AT&T.

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**The Bartlett Channel**

The programs on the Bartlett Channel include replays of the Board of Mayor and Aldermen meetings, and replays of the Planning Commission meetings. The Bartlett Channel appears on Comcast channel 17 and AT&T U-verse channel 99. However, all programming is available 24 hours a day, everyday on the City’s website, www.CityofBartlett.org. Simply click on the Video Archives button, then select the show you want to watch.
Bartlett Family Assistance Program

Since the establishment of the Bartlett Family Assistance Commission in September 2000, the City of Bartlett has been able to provide much needed assistance to numerous Bartlett families and city employees. The commission’s sole purpose is to identify Bartlett citizens and families whose health, safety, and general welfare is clearly in jeopardy, and help those in need by finding the best assistance.

Upon identifying a citizen or family in need of assistance through a written application process, the commission meets as necessary to discuss the needs of eligible applicants and to focus the availability of resources for necessary assistance on a case-by-case basis. Once an applicant is approved by the commission, the commission works to coordinate the needs of the citizens with other governmental and local agencies who can provide the needed assistance and determines what immediate assistance can be provided for the family. The kinds of assistance provided to Bartlett citizens has been food, payment of utilities, rent, mortgage, gift cards (for medications, gas, school supplies, etc.), counseling referrals for family matters and home rehabilitations.

Since the inception of the program, over 350 families have been provided assistance. During the years 2006–2019 the Family Assistance Commission coordinated the renovation of 25 homes in the City of Bartlett for citizens who did not have the financial resources to maintain their homes. The labor was provided by Bartlett churches, retired seniors of the Bartlett Seniors Golf League and generous donations were made from Bartlett businesses, civic organizations, citizens, and churches.

In addition to providing a link between the citizens and a service organization, the Family Assistance Commission is also authorized to solicit and accept donations that are used to directly provide assistance to those Bartlett citizens seeking assistance through the commission. No taxpayer dollars are used to fund this program.

In response to the critical needs of Bartlett citizens, the Mayor and Board of Alderman established a program to promote neighbors helping neighbors called Family Funds. This program gives Bartlett citizens the opportunity to donate to the Bartlett Family Assistance Commission by adding $1 or more onto their monthly water bill. Your donations will be strictly used to help a neighbor/citizen in need. To make a donation on your water bill simply complete a form available in the Water Department.

If any Bartlett citizen is in need of assistance they can obtain an application from the City Clerk’s Office at Bartlett City Hall, the City of Bartlett website CityofBartlett.org, or call 901-385-6449 for more information.

Personnel Department

6400 Stage Road, Bartlett, TN 38134
Phone: 901-385-6430

The Personnel Department is the focal point of City employment and employee development. Bartlett currently employs approximately 500 full-time and 240 part-time employees. Each year, the Personnel Department processes over 2,500 applications for employment. In addition to Employment, the Personnel Department staff administers the City's insurance and retirement plans, safety program, pay plan and personnel policy.

Open City positions are listed on the website www.CityofBartlett.org, and publicly posted in City Hall and other City-owned buildings. Most vacancies are advertised in The Bartlett Express. Applications for employment can be made online through the City website. The City of Bartlett is an Equal Opportunity Employer.

Finance Department

6400 Stage Road, Bartlett, TN 38134
Phone: 901-385-6428
Hours: 8:00 a.m. – 5:00 p.m.

Utilities

Bartlett has its own water & sewer system. Some Bartlett residents are serviced by the City of Memphis sewer system. Electricity & gas are serviced by Memphis Light Gas & Water.

Tax Rate

Property Taxes: City of Bartlett $1.83; Shelby County $4.11
Sales Tax: (State 7%; Local Optional Sales Tax 2.75%)
Tennessee levies state income tax on select interest and dividend income. As of July 2018
FAQ - Water Department

Q. Where can I pay my water bill?
A. Bartlett City Hall, 6400 Stage Rd. Water bills may be paid by cash, check or credit card over the counter at city hall from 8:00 a.m. – 5:00 p.m. Monday - Friday or payments may be dropped in our drop box on the back parking lot 24 hours a day. Our mailing address is P.O. Box 341027, Bartlett, TN 38184-1027.

Q. Do you offer bank draft for water bill payments?
A. You can have your water bill drafted from your checking account each month. A form can be downloaded from our website www.CityofBartlett.org. You will still receive a bill for your records, and it will be drafted on your due date. Complete the form, include a voided check, and return it to the Water Department.

Q. How often am I billed?
A. We bill once a month. We read your water meter and calculate your consumption by subtracting last month’s reading from this month’s reading.

Q. How do I start new service or cancel my existing service?
A. Just call us at 901-385-5585 between 8:00 a.m. and 5:00 p.m., Monday - Friday and we will be glad to help you.

Q. How do I shut off my water in case of emergency or repair?
A. Your water meter is located in the ground near the street or curb. A special “key” tool or a pair of pliers may be used to turn the water off. Newer homes have a master cut off which is usually painted blue located inside the house.

Q. Why is my water bill so high due to a leaky toilet?
A. A running or malfunctioning toilet can consume a remarkable amount of water during a short period of time. Check and repair quickly. We will help with a one-time adjustment.

FAQ - Tax Department

Q. When will I receive my Bartlett property tax bill?
A. Tax bills are mailed to homeowners prior to December 1st and are payable thru February 28th. Taxes become delinquent on March 1st. Delinquent taxes are turned over to the Shelby County Trustee for collection in September.

Q. Where can I pay my current year Bartlett taxes?
A. City of Bartlett taxes may be paid for by cash, check or credit card at Bartlett City Hall, 6400 Stage Rd. in the Tax & Finance Dept. between the hours of 8:00 a.m.–5:00 p.m. Monday – Friday. Checks may be mailed to: P.O. Box 341148, Bartlett, TN 38184. Online payments may be made on our City of Bartlett website at www.CityofBartlett.org. Online payments may be made with e-check or credit cards.

Q. Will my mortgage company be notified that my taxes are due?
A. A tax file is e-mailed to all the major mortgage companies so they may identify the parcels they need to pay.

Q. Who appraises my property?
A. The Shelby County Assessor’s office is responsible for appraising all properties in Shelby County. They are located at: 1075 Mullins Station Rd., Memphis, TN, 38134.

Q. Who do I contact regarding a change of ownership and mailing address?
A. All appraisal changes as well as changes in ownership come from the Assessor’s office. If you have a change of ownership or mailing address, please contact the Shelby County Assessor’s office at 901-222-7001.

Q. Is there any type of Tax Relief for Bartlett citizens?
A. There is a State Tax Relief for citizens that meet certain requirements such as being age 65 or older, on a fixed income of $29,270 or less or 100% permanently disabled veterans as determined by the Veteran’s Administration. You may obtain a tax relief application from the Shelby County Trustee’s Office. There is also a Property Tax Freeze Program. If you are a new applicant this year, the Tax Freeze Program freezes the 2019 tax amount on residential property taxes based on the tax amount from 2018. You may be eligible for Tax Freeze if you are age 65 or older, own your primary residence and have combined 2017 Household income that does not exceed $38,480. Application must be made every year. To apply for Tax Freeze for Bartlett, contact Shelby County Trustee’s Customer Service at 901-222-0200.

Q. May I pay my Shelby County taxes at Bartlett City Hall?
A. Shelby County taxes are collected by a Shelby County representative at Bartlett City Hall in the Tax & Finance Dept. on Wednesdays and Fridays beginning October - February, 8:00 a.m.–4:00 p.m. (Shelby County’s lunch break is from 1:00–2:00 p.m.). Cash, checks and credit cards are accepted.

Q. Are there other locations where I may pay my delinquent Bartlett Property Taxes?
A. Delinquent Bartlett taxes may also be paid at the Shelby County Trustee’s office at 157 Poplar Ave. on the 2nd Floor between the hours of 8:00 a.m.–4:30 p.m., Monday–Friday.
**Business Licenses**

**Q. Do I need to obtain a business license for both the City of Bartlett and Shelby County?**

A. Yes. If your business is located within the Bartlett city limits, or if you do business in Bartlett, you will need to obtain both a city and a county license. Contractors will need to contact either the City of Bartlett Tax Department, 901-385-6428 or https://tntap.tn.gov/eservices/.

**Q. How do I obtain a business license?**

A. First, obtain the Shelby County Business License (1075 Mullins Station). Secondly, Bartlett’s application packet is not online but is located within the city’s Tax Department. The process includes picking up the packet, filling it out and taking it to get approvals from the Zoning/Planning and Codes Enforcement Departments. The Fire Marshall approval will be needed for commercial buildings. Once the approvals and application have been completed, the original packet must be returned to the Tax Department with the $15 application fee, which can be paid in check or cash. In addition, a copy will be made of the Shelby County Business License and the business owner’s driver’s license. (TCA 67-4-723) The business license will be mailed to the physical location listed on the application.

**Q. What is a business tax gross receipt form?**

A. The cities and counties in the state of Tennessee no longer process business tax gross receipt forms. It is done by the Tennessee Department of Revenue. It is an annual form required by state law that must be filed to renew your business license. It requires the business owner to report and pay taxes on the total gross revenue of the business. A copy of the confirmation page (if paid online) or the Proof of Business Taxes Paid (received from the Dept. of Rev.) must be brought to the city’s Tax Department so that the renewed Bartlett business license can be issued.

**Q. How do I complete this gross receipts form?**

A. The forms are available through the Tennessee Department of Revenue website. (https://tntap.tn.gov/eservices/). Then follow the instructions to either pay online (Business Tax Online Filing) or print off (Tax Return & Instructions) for the business classification forms. Paperwork and payment are also available at the regional Dept. of Rev. office located at 3150 Appling Rd.

**Q. What is a Personalty tax, and why do I have to pay it?**

A. Personalty tax is a tangible tax on the assets used to run and operate your business listed on an asset schedule provided by Shelby County. The Shelby County Assessor's office provides the assessed value. If the asset schedule is not filed by March 1, with Shelby County, they will issue a forced assessment.

**Q. If my business closes what do I do?**

A. Business closures are handled by the TN Department of Revenue. All closures will require that the business file a final/closed gross receipt tax return and remittance of all taxes. A copy of the final/closed business tax return must be given to Bartlett’s Tax Department. Also, the Shelby County Assessor’s Office Asset Schedule Department must be notified within 15 days after the date of selling or terminating the business. If the business asset schedule is not closed by December 31, of the year in which the business was sold or closed an assessment will be levied for the next year.

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**Bartlett City Hall Annex**

6382 Stage Rd., Bartlett, TN 38134

Hours: 8:00 a.m. – 5:00 p.m.

The annex is located next door to City Hall, previously the original Bartlett Library, at 6382 Stage Road. Our city departments of Planning and Economic Development, Engineering, and Code Enforcement are combined to provide a more effective way to assess the needs of our existing residents as well as our residential/commercial development needs. Various residential and commercial proposals can be evaluated and reviewed at one location within our departments. This collaboration has proved to be an asset to the Bartlett community through streamlining the government process. This has enabled us to improve communication and enhance the efficiency of our operations process to provide information and services to our residents as well as the business community. Whether you are planning to build a new home, add an addition, install a pool or new fence, research codes or plan a special event, someone will be available to answer questions or provide direction for your specific need.

**Department of Planning & Economic Development**

901-385-6417

**Department of Engineering**

901-385-6499

**Department of Code Enforcement**

901-385-6425

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**Code Enforcement**

Bartlett City Hall Annex

6382 Stage Rd., Bartlett, TN 38134

Office: 901-385-6425
Fax: 901-385-6434

Office Hours: 8:00 a.m. – 5:00 p.m.

Our department issues permits for property improvements. There are certain restrictions and requirements for projects. The list below is information for those types of projects. Our permit applications are now online at www.CityofBartlett.org.

**Building Permits**

**Fences**

To install a new fence, add additional fence sections, or change the location, type or materials of a fence requires...
a permit. There are restrictions on fence height, setbacks from property lines, fencing materials and drainage. Special restrictions apply to corner lots (a lot adjacent to two or more intersecting streets) and double frontage lots (lots with frontage on two non-intersecting streets). Permit fee is $14.

New Structures
A building permit must be obtained for projects such as detached structures, carports, gazebos, wooden decks, greenhouses, ham radio antennas, retaining walls, etc. There are restrictions on location, height, and size. Permit fees vary depending on type, structure and size.

Swimming Pools
A permit is required for installation of any swimming pool with a depth of 24 inches or greater. The proposed pool project is checked to determine compliance with the zoning ordinance setback requirements. A fence not less than 4 feet in height must surround the property or pool area and a self-latching closure on gates must be at least 54 inches above the ground. Permit fees are based on the cost of the pool. A pool alarm is also required for pools that contain water over thirty-six inches (36”) deep per TCA Code 68-14-802. If you are going to remove an in-ground swimming pool, a Swimming Pool Demo Permit is required.

Home Additions/Expandable Areas
Adding a room, garage or carport, enclosing a carport, remodeling to impact load-bearing walls or making other changes in space that will be attached or increase the living space of an existing house requires a building permit and a floor drawing and/or an elevation drawing. Bartlett’s zoning ordinance limits the amount of expansion possible to an existing house. Permit fees are determined on what type of project is being done.

Other Permits Required
Other projects such as water heaters, HVAC systems, and electrical work, require permits. Permits for this type of work must be pulled by a licensed contractor. Permits are also required for siding, window replacement, etc. Permit fees are determined on what type of project is being done.

Special Events
If a church, school, civic group or any other organization is hosting an event where the community is invited to attend; such as a carnival, run, bike ride, car show, etc. YOU MUST apply for a special event permit from the Code Department 6 to 8 weeks prior to the event. Some special event permits are required to go before the Board of Mayor and Aldermen for approval. If you have any questions call the Code Department at 901-385-6425 or the Office of Community Relations at 901-385-5589.

As of November 14, 2018, the City of Bartlett has adopted the following International Codes:

- International Residential Building Code, 2015 Edition
- International Fire Code, 2015 Edition
- International Residential Gas and Mechanical Code, 2015 Edition
- International Mechanical Code, 2015 Edition
- International Plumbing Code, 2015 Edition
- International Residential Plumbing Code, 2015 Edition
- National Electrical Code, 2014 Edition
- ICC A 1171-2017 Accessibility Code

If you have any questions if a permit is required, please call our office at 901-385-6425.

Bartlett Code Compliance

6382 Stage Rd., Bartlett, TN 38134
Office: 901-385-6426
Office Hours: 8:00 a.m. – 5:00 p.m.
Tonya Annear, Administrative Secretary
tannear@CityofBartlett.org

The duty of Code Compliance is to enforce the city’s ordinances and to ensure the safety of its residents and help to maintain the integrity of its neighborhoods.

Grass/Weeds/Shrubs

- All premises and exterior property shall be maintained free of weeds or grass in excess of nine (9) inches in height.
- Upon failure of the owner or agent having charge of a property to cut, edge or weed eat the overgrown grass and/or weeds after service of a notice of violation, any action or repairs taken by the authority having jurisdiction on such premises shall be charged against the real estate upon which the violation is located and shall be a lien upon such real estates taxes.
- Failure to comply with the notice of violation, any duly authorized employee of the jurisdiction or contractor hired by the jurisdiction shall be authorized to enter upon the property in violation and cut the overgrown grass and weeds growing thereon.
- Premises with landscaping and lawns, trees and shrubs shall be kept trimmed and maintained so as not to imperil public health or safety or cause damage to any structure or premises or utility services. Shrubs/bushes are to be trimmed away from any bedroom windows so as not to block means of egress in case of an emergency. Shrubs/bushes or limbs are to be kept cut back off sidewalks so as not to block access to the public sidewalk. On a corner lot, all trees/shrubs/bushes or growth of any kind are to be maintained so as not to cause a visibility problem for traffic.

Garage/Yard Sales

- Garage or yard sales are allowed for the purpose of disposing of personal property. Sales are not allowed for
the purpose of selling new or pre-owned merchandise as a profit-making business.

- No permit is required.
- Only two sales are allowed per calendar year.
- Two signs are allowed, one on-premises ground sign, three (3) sq. ft. max. size, placed no closer to the edge of the street than fifteen (15) feet and can be up for a max. of five (5) days. One off-premises ground sign, placed on private property, with the owner's permission and no larger than three (3) sq. ft. in size, placed no closer than fifteen (15) feet to the edge of the street. The off-premises ground sign can only be up for two (2) days. It is unlawful to place signs on traffic signs, utility poles or in street medians or city right of ways. ALL SIGNS MUST BE REMOVED AND DISPOSED OF WITHIN THE TIME FRAME ALLOTTED.

### Signs in Residential Zoning

- Residential real estate signs must be placed only on the property that is for sale, one per parcel. Off premises, open house or directional signs are not permitted.
- Autos for sale in residential areas must be operable, have legal tags displayed and be parked on a hard, dust free surface or driveway of the property of the owner. If parked on a city street, it must meet the above requirements and be legally parked and moved every 72 hours and belong to the person or occupant of the house it is parked in front of. Items FOR SALE, other than an auto, cannot be advertised by signage or placed on or off the premises of its owner.
- Signs for contracted services or the sale of products in residential zoning are prohibited.

### Trash/Yard Carts

- Trash and/or yard carts and debris are not to be placed at the curb earlier than the evening before 'pick up' day and must be removed from the curb and returned behind the front of the residence. Do not place carts, bags or debris on sidewalks or in the street. Do not block mailboxes.

### Trash/Yard Waste

- Do not place tree limbs, downed tree trunks, yard waste, or trash bags on sidewalks or in a city street.

### Sidewalks/Inlets/Apron

- The property owner(s) adjacent to the sidewalk and inlet is responsible for maintaining them in good repair and free of all obstructions, such as skateboard ramps, basketball goals, toys, bikes or vehicles. This includes double faced lots. All concrete repair and replacement requires a permit (no fee) prior to the work being done.

### Property Maintenance

- Homeowners/occupants or tenants cannot allow a condition on a property that endangers life or health, violates the laws of decency, obstructs or interferes with the reasonable and comfortable use of other property in the vicinity or causes the value of nearby property to lose value. Examples: peeling paint, rotten wood, and exterior storage of household items, furniture, debris, rubbish or chemicals in a carport, front porch or front lawn. Storing old, inoperable vehicles in rear or front yard. Overgrown weeds and/or grass. Accumulation of trash, debris or rubbish on exterior of property.

### Inoperable Vehicles

- Definition of an inoperable vehicle: A vehicle which cannot be driven upon the public streets for reasons including but not limited to being unlicensed, wrecked, abandoned, in a state of disrepair, or incapable of being moved under its own power.
- No inoperative or unlicensed motor vehicle shall be parked, kept or stored on any premises, and no vehicle shall at any time be in a state of major disassembly, disrepair, or in the process of being stripped or dismantled, unless parked within the confines of an enclosed structure. Painting of vehicles is prohibited unless conducted inside an approved spray booth. Exception: A vehicle of any type is permitted to undergo major overhaul, including body work, provided that such work is performed inside a structure or similarly enclosed area designed and approved for such purposes.

### RV/Trailers/Campers

- For purposes of these regulations, major recreational equipment is defined as including boats and boat trailers, travel trailers, pick-up camper or coaches (designed to be mounted on automotive vehicles), motorized dwellings, tent trailers, and the like, and cases or boxes used for transporting recreational equipment, whether occupied by such equipment or not. No major recreational equipment shall be parked or stored on any lot in a residential district except in a carport or enclosed building or behind the building line. However, such equipment may be parked anywhere on residential premises for a period not to exceed twenty-four (24) hours during loading or unloading. No such equipment shall be used for living, sleeping, or housekeeping purposes when parked or stored on a residential lot, or in any location not approved for such use.

### Utility Trailers

- All utility trailers must be stored behind the building line of the main structure. Being attached to a vehicle does not excuse the storage requirements. Commercial equipment cannot be stored on residential property at any time, whether on a utility trailer or not.
Oversized Vehicles

- No truck, bus, or other vehicle having a declared maximum Gross Vehicle Weight Rating (GVWR) of fourteen thousand (14,000) pounds and/or more than six (6) wheels, shall be parked or left unattended in any residential zoning district, unless actively engaged in the normal delivery of goods and/or services at this location.

Parking and Storage of Certain Vehicles

- Automotive vehicles or trailers of any kind or type without current license plates shall not be parked or stored on any residentially zoned property other than in completely enclosed buildings.

Satellite Dish

- Definition—A satellite dish receiving antenna is a structure for the reception of satellite delivered communications service whether received only or transmitted and received.

- Location—Permitted residential satellite dish antennas that are greater than three (3) feet in diameter shall be located on the lot behind the rear line of the principal building or in the rear yard, provided that a five (5) foot setback is maintained from all property lines and that all installations are to be limited to a maximum height of twelve (12) feet above grade. All residential installations over three (3) feet in diameter shall be ground mounted. A commercial satellite dish installation may be roof mounted, provided that adequate sight-proof screening is installed. Commercial satellite dish installations require site plan approval by the Design and Review Commission.

- Residential satellite dishes with a diameter of three (3) feet or less may be roof mounted provided the dish is located behind and lower than the ridge of the roof and is not visible from the street in front of the house. On corner lots, the dish shall be located out of sight from both frontages if possible and on the portion of the roof that is most removed from the streets.

- Screening of ground mounted satellite dishes – On double frontage lots, a landscape screen, subject to the approval of the building official, is required.

- Permit required — A building permit shall not be required for a residential satellite dish three (3) feet or less in diameter.

- Number allowed — Unless otherwise specifically authorized by the Board of Zoning Appeals, one (1) detached freestanding satellite dish receiving antenna shall be permitted per lot, parcel, tract or project.

Home Businesses

Home occupation means an occupation conducted in a dwelling unit, provided that:

- No person other than members of the family residing on the premises shall be engaged in such occupation.

- The use of the dwelling unit for the home occupation shall be clearly incidental and subordinate to its use for residential purposes by its occupants and not more than 10 percent of the floor area of the dwelling unit shall be used in the conduct of the home occupation.

- There shall be no change in the outside appearance of the building or premises, or other visible evidence of the conduct of such home occupation.

- No home occupation shall be conducted in any accessory building.

- There shall be no sales in connection with such home occupation.

- No traffic shall be generated by such home occupation in greater volumes than would normally be expected in residential neighborhoods, and any need for parking generated by the conduct of such home occupation shall be met in rear and side yards.

- No equipment or process shall be used in such home occupation which creates noise, vibration, glare, fumes, odors, or electrical interference detectable to the normal senses off the lot, if the occupation is conducted in a single family residence, or outside the dwelling unit, if conducted in other than a single family residence. In the case of electrical interference, no equipment or process shall be used which creates visual or audible interference in any radio or television receivers off the premises, or causes fluctuations in line voltage off the premises.

- Any occupation that requires a license shall be deemed a home occupation.

Swimming Pools

- A permit is required for any pool deeper than twenty-four (24) inches deep.

- As of January 1, 2011, any pool, in-ground, above ground (including inflatable), hot tubs and non-portable spas, that has the capability of holding thirty-six (36) inches of water is required to have a “pool alarm” device which emits a sound of at least fifty (50) decibels when a person or an object weighing fifteen (15) pounds or more enters the water per TCA 68-14-801, 68-14-802, 68-14-803, 68-14-804. Swimming pools must be drained into the sanitary sewer system only. Cleanouts located on your property are an approved discharge location.

- Swimming pools shall be maintained in a clean and sanitary condition, and in good repair.

- All pools deeper than twenty-four (24) inches require a fence or barrier around the pool or the property a minimum of 54 inches in height, with a self closing, self latching gate and must be maintained at all times. Open gates or missing fence section or boards are a Code Violation.

- If you are going to remove an in-ground swimming pool, a Swimming Pool Demo Permit is required.
Bartlett Public Works

3585 Altruria Road, Bartlett, TN 38135
Office: 901-385-5570 | Fax: 901-385-5572
Office Hours: 8:00 a.m. – 5:00 p.m.

The entire Public Works Department is available for emergency response 24 hours a day, 365 days a year. Routinely, we respond to prevent flooding, remove debris blocking roads in the event of a storm or other natural disaster, and clear snow from roadways. The department is also responsible for maintaining the city's sewer, water, streets and drainage systems. Animal control assistance and solid waste services are provided along with maintenance of the city’s fleet of vehicles, equipment and city buildings. For more information about the Public Works Department please visit the City of Bartlett’s website at www.CityofBartlett.org and click on the Public Works link.

Divisions of Public Works

Fleet Services  Steve Massey, Division Manager
This division maintains and repairs the entire fleet of vehicles and equipment owned by the City of Bartlett including the city’s generators. Mobile service trucks provide field service when needed.

General Maintenance  Dan Qualls, Division Manager
This division maintains and improves the city’s streets, road signs and drainage systems while performing capital improvement projects for this and other departments.

General Services  Domino Moody, Division Manager
This division ensures that all city buildings are maintained to the standard expected by the mayor and the residents of Bartlett.

Grounds Maintenance  Aaron Davidson, Division Manager
This division provides street sweeping, grass mowing and litter control for the streets and right-of-ways while maintaining the City’s retention and detention basins, and other drainage ways.

Animal Control  Angela Klein, Division Manager
This division provides a peaceful, safe, and harmonious coexistence for animals and citizens and provides temporary shelter to stray, abandoned, and surrendered animals for the purpose of finding permanent suitable new homes.

Solid Waste  Tommy Higgs, Division Manager
This division provides timely household and yard waste collections while practicing responsible recycling methods.

Water/Wastewater  Dan Qualls, Division Manager
This division maintains and improves the city’s sewer and water systems.

Solid Waste

In an effort to help keep your solid waste fees down, we are constantly reevaluating the costs associated with collection. Over the past several years, the increasing amount of yard waste and mulchable materials we collect has necessitated some changes to our Solid Waste Ordinance.

The City will pick-up twelve (12) cubic yards of debris per week from each residence. This is equal to a pile that is thirteen (13) feet long by five (5) feet wide and five (5) feet tall. No single piece of yard waste or mulchable materials placed out for pick-up can be longer than eight (8) feet or greater than two (2) feet in diameter.

Amounts of debris larger than the twelve (12) cubic yards allowed are considered to be outside the scope of the City's household services.

In such cases, the resident has three (3) options:

1. The resident may hire a contractor to remove the debris.
2. The resident, NOT a contractor, may bring the debris to the Solid Waste complex at 5250 Shelter Run Lane. Residents must show proof of residence and should call the Solid Waste office before bringing the debris.
3. The resident may call the Solid Waste office at 901-385-6486 for a cost estimate for the City to make a special collection. Our current price is $400.00 per truck load plus fees.

If you hire a contractor to perform property maintenance or landscaping resulting in more than the twelve (12) cubic yards allowed, your contractor(s) is responsible for the disposal of the debris — not the City. Be sure the disposal cost is included in your contractor’s price.

Bartlett’s Solid Waste Division is completely self-funded using only the solid waste fees, and does NOT use any tax dollars. Without making these changes, we would no longer be able to sustain the weekly collection of yard waste and mulchable materials.

If you would like more information or to read the complete Solid Waste Policy, please visit the Solid Waste page of the City’s web site or you may call the Public Works office at 901-385-5570.

Recycling Center Locations

Bartlett Recycles I - Located at the Solid Waste Complex, 5250 Shelter Run Lane, which is north of Rivercrest Elementary School along Guffin Road. Hours are Monday - Friday, 7:00 a.m. to 3:00 p.m. This center provides assistance when personnel are available/requested.

Bartlett Recycles II - Located at 5890 Stage Road, just East of the Bartlett Station Municipal Center, 5868 Stage Road. This center is open 24/7. Assistance is available Mon. – Sat., 9:00 a.m. to 5:00 p.m.

Bartlett Recycles III - Located at 7662 Highway 70. Assistance is available at this center on Saturdays only from 9:00 am - 5:00 pm. Open 24/7.
Bartlett Animal Shelter

5220 Shelter Run Lane
Office: 901-385-6484
www.CityofBartlett.org

Hours of Operation:
Monday – Friday, 9:30 a.m. – 4:30 p.m.
Saturday, 10:00 a.m. – 3:00 p.m.

Looking for a new friend? Stop by the Bartlett Animal Shelter! Adoption fee is $65 plus $15 for the microchip. Includes shots, spay/neuter, testing, and worming. The Bartlett Animal Shelter is now offering foster opportunities for our animals at the shelter. For more information on being a foster parent email aklein@CityofBartlett.org.

If you want a new addition to your family or to volunteer your time to a worthy cause the Bartlett Animal Shelter is the place to be!

Police Department

Police Department Headquarters
3730 Appling Road, Bartlett, TN 38133
Phone: 901-385-5500

The Bartlett Police Department is a Tennessee state-certified agency with 126 sworn police officers, which serves all areas within the corporate limits 24 hours a day. The average response time is 3-4 minutes. The Patrol Division in Bartlett consists of a thirteen-member Special Weapons and Tactics team (SWAT), an eight-person Traffic Division, four canine teams, and a crime suppression unit. Bartlett also has an Investigative Service Division consisting of sixteen detectives and has three officers working with our federal partners to safeguard the entire community.

The Bartlett Police Department has an active reserve officer program, and Volunteers in Police Service (VIPs) program for qualified residents choosing to serve in civilian roles. The police department also has five School Resource Officers (SROs) assigned to Bartlett City Schools. Many of these officers provide instruction on a variety of topics, including DARE (Drug Awareness Resistance Education). This program has been instrumental in teaching students about the dangers of drugs. It also helps to keep the lines of communication open between young people and law enforcement. The entire department consists of 194 employees.

Neighborhood Watch

For more than thirty years, the National Neighborhood Watch program has been one of the most effective ways for citizens to join in partnership with law enforcement in the protection of our neighborhoods.

Some of the benefits from Neighborhood Watch programs have been crime reduction and a better quality of life. Neighborhood Watch programs also offer many other community benefits such as providing community members with a greater sense of security, community pride and unity, and preparing us to help ourselves and others in our community.

Neighborhood Watch groups provide law enforcement with volunteer support all year-round. The citizens become the extra eyes and ears of law enforcement personnel and help reduce law enforcement’s burden.

If you are interested in learning more about the City of Bartlett’s Neighborhood Watch program, contact:

Jeremy Springer, Lieutenant
Bartlett Police Department Substation,
Located inside the Bartlett Station Municipal Center,
at 901-385-5510 or jspringer@bartlettpolice.org

Bartlett Neighborhoods

The City of Bartlett has an extensive Neighborhood Watch Program and multiple Homeowner’s Associations. Communication among our citizens and city government has a powerful effect on the success of our community.

Many of our citizens have completed Community Emergency Response Training (CERT) with the Bartlett Fire Department as well as our Citizens Police Academy and Youth Citizens Police Academy through the Bartlett Police Department. Activities with our Homeowners Associations and Neighborhood Watch Groups are managed and coordinated through the Public Information and Education Division of the Bartlett Police Department. Contact: Lt. Jeremy Springer, Public Information Officer, and Neighborhood Watch Co-Coordinator at 901-385-5510.

• Public
• Neighborhood Watch
• “NextDoor” Neighbors
• VIP’S (Volunteers in Police Service)

The City of Bartlett utilizes Facebook, Twitter, Pinterest, NextDoor; an online social media account specific to your neighborhood, and various other media resources to keep you informed, and foster communications throughout our community. These resources have proven vital to our success for continued growth, economic development opportunities and sustainability for the future.
The Board of Mayor and Alderman, city officials and associates will welcome an invitation to attend and/or participate in your neighborhood events or meetings.

Neighborhood Covenants and Restrictions

Restrictions are intended to maintain or enhance property values by limiting the use of the property and prohibiting certain uses or practices. They are placed on the property by the developer at the time the subdivision is developed. Restrictions are listed on the subdivision plat and recorded in the Shelby County Register’s Office. Enforcement of neighborhood covenants is a matter among property owners in the subdivision, typically through an association. The city does not enforce covenant violations unless a city code is also being violated.

National Night Out

Tuesday, August 6, 2020
The city will recognize National Night Out and is encouraging everyone to participate with porch light vigils throughout the community. Crime prevention and neighborhood watch are year-long activities.

Bartlett Night Out

Tuesday, October 6, 2020
The City of Bartlett will celebrate our participation and recognition of our Neighborhood Watch groups and programs on October 6, 2020. This is the night we recognize our neighborhood watch programs, heighten community awareness and crime prevention, strengthen neighborhood involvement, create police-community partnerships and send a message that our neighborhoods are organized and willing to take a stand on crime. If your neighborhood chooses to host an event, please ensure that everyone maintains social distancing, that the event is outdoors, and/or that everyone wears a mask. This information is subject to change. For more information contact Lori Minch or Lt. Jeremy Springer at 901-385-5510.

Citizens Police Academy

The Citizens Police Academy is a FREE ten week course in which classes are a condensed version of actual police training that will provide the student with an overall view in a variety of law enforcement areas. It is offered to laypeople in our community by the Bartlett Police Department in an effort to educate citizens and give them the opportunity to observe and understand law enforcement with a ‘hands on’ approach. This offered course is an endeavor to build bridges in our community with the belief that with learning comes understanding and with understanding comes an abiding respect for those who wear the badge.

Applications are available at the Bartlett Station Municipal Center, Bartlett City Hall and the Bartlett Justice Center. Applications should be returned to Lori Minch, Citizens Police Academy coordinator, at the Bartlett Station Municipal Center, 5868 Stage Rd. For more information, contact Lori Minch or Lt. Jeremy Springer at 901-385-5510.

Youth Citizens Police Academy

The Youth Citizens Police Academy (YCBA) is a FREE program designed to provide teens an inside look at law enforcement. The purpose of the academy is to increase understanding between our young citizens through education and interaction with members of the Bartlett Police Department. The academy gives our youth the opportunity to learn first hand, in an educational and non-threatening setting, how issues facing teenagers today are dealt with by the police department. This summer program is available in June to teenagers between the ages of 13–17. This one-week course is held from 8:30 a.m. to 12:00 p.m. each day.

For more information on the next class contact Lori Minch or Lt. Jeremy Springer at 901-385-5510. Space is limited.

Volunteers in Police Service Program

The Volunteers in Police Service Program is designed to form a partnership between citizens and the police Department. The “VIPS” program allows Bartlett residents to work hand in hand with officers and department personnel with day-to-day non-enforcements duties. By using volunteers we are able to make our resources go further and allow our officers more time on the street to keep you and your family safe. VIPS assist with special events, vehicle transports, search and rescue (as the need arises), traffic and crowd control, jail and court assistance, clerical assignments, reception, preparing seized items for auction, and helping in community programs like Neighborhood Watch and the Citizens Police Academy.

If you are interested or need more information contact Lt. Jeremy Springer or Lori Minch at 901-385-5510 or stop by the Bartlett Station Municipal Center.
Bartlett City Court

3730 Appling Road, Bartlett, TN 38133
Phone: 901-385-5580
Fax: 901-385-6455

Hours: Monday - Friday, 8:00 a.m. to 5:00 p.m.
Judge Division I: Tim Francavilla
Judge Division II: Daniel E. Brown

Court is in session every Monday afternoon at 12:00 p.m. and every Wednesday morning at 7:00 a.m. Please visit www.CityofBartlett.com/26/Bartlett-City-Court for any changes or updates due to COVID-19.

Fire Department

Fire Department Headquarters
2939 Altruria, Bartlett, TN 38134
Phone: 901-385-5536

The Bartlett Fire Department operates with a staff of 106 personnel utilizing 5 stations. There are five pumpers (three fully staffed & two reserve), three trucks (2 fully staffed & 1 reserve), (1-95 foot platform & 1-78 foot aerial), and 8 ambulances (5 fully staffed & 3 reserve). The response time is 4.5 minutes, and the department has an ISO class 3 fire protection rating.
Before Disaster Strikes... Be Prepared

When disaster threatens a community - a flood, tornado, earthquake, chemical spill, or acts of terrorism - local responders, government agencies and private organizations take action. The city’s goal is to save lives and help our citizens cope with the chaos.

Depending on the type and severity of the event, it has been estimated individuals need to be self-sufficient for a minimum of 72 hours.

Therefore, as the city has prepared, it is very important that you and your family be prepared to survive for a period of time. There are numerous resources available in city government and on the internet to assist you in designing a plan to fit your particular needs. For questions about specific issues, you may contact the fire department at 901-385-5536 or Community Relations at 901-385-5589. We suggest visiting these internet sites www.fema.gov, www.ready.gov or www.redcross.org. These sites contain a lot of valuable information that can assist you in emergency preparedness.

We hope you take the time to review your emergency plan with your family. Hopefully, you and your family will never have to put in place your emergency plan, but, if so, you will be as prepared as possible.

City of Bartlett Shelters

Bartlett Station Municipal Center, Gym (capacity 150) 5868 Stage Rd. Bartlett, TN 38134

Singleton Community Center, Gym (capacity 150) 7266 Third Rd. Bartlett, TN 38135

Bartlett Recreation Center, Gym (capacity 150) 7700 Flaherty Place Bartlett, TN 38133

Bartlett Senior Center (capacity 100) 5727 Woodlawn St. Bartlett, TN 38134

In the event of a disaster any or all of these shelters will be opened.

Build a Kit

After a major disaster the usual services we take for granted, such as running water, refrigeration and telephones, may be unavailable. Experts recommend that you should be prepared to be self-sufficient for at least three days. The following lists of items will help you put together your emergency kit and go-bag. Bring these lists with you to the grocery and hardware stores to supplement any of these items you don’t already have at home.

Your basic emergency kit should include:

- Water - one gallon of drinking water per person and pet per day; rotate every 6 months
- Food - ready-to-eat or requiring minimal water, such as: canned tuna, canned fruits and vegetables, canned beans, raisins, peanut butter, granola bars, and canned milk. For children, include comfort food and other items your family will eat
- Manual can opener
- First-aid kit - two pairs disposable gloves, sterile dressing, cleansing agent/soap, antibiotic ointment, burn ointment, adhesive bandages, eye wash, scissors, diarrhea medication, prescription medications and prescribed medical supplies
- Essential medications
- Flashlight
- Radio - battery operated
- Batteries
- Cash in small denominations
- A copy of important documents and phone numbers
- Unscented liquid household bleach for water purification
- Personal hygiene items including toilet paper, feminine supplies and soap
- Sturdy shoes
- Heavy gloves
- Warm clothes, a hat and rain gear
- A local map
- Extra prescription eyeglasses, hearing aid or other vital personal items
- Plastic sheeting, duct tape and utility knife for covering broken windows
- Blanket or sleeping bag
- Extra keys to your house and vehicle
- Large plastic bags for waste and sanitation
- Diapers and other items for babies and small children
- Special need items for family members with mobility issues such as an extra cane or manual wheelchair in case there is no power for recharging and electric wheelchair
- For your pets, drinking water, bowls, food, cat litter, extra leash and/or pet carrier, toys, veterinary records
A Disaster Go-Bag

A go-bag is for use in the event of an evacuation. Be sure that your bag is easy to carry and that it has an ID tag. Prepare one for each family member. Keep a go-bag at home, at work and in your vehicle, include the following:

- Flashlight
- Batteries
- Pocket knife
- Whistle
- Radio + battery
- Dust mask
- Some water, food and manual can opener
- Personal medications and prescriptions
- Extra keys to your house and vehicle
- Basic first-aid kit and instructions
- Walking shoes, warm clothes, a hat and rain gear
- Toilet paper, plastic bags and other hygiene supplies
- Extra prescription glasses, hearing aid or other vital personal items
- Paper, pens, and tape for leaving messages
- Cash in small denominations
- Copies of insurance and identification cards
- A recent picture of your family member and pets
- In your child’s go-bag include a favorite toy, game or book as well as his or her emergency card with reunification location and out-of-area contact information

Visit these websites for information on how you can prepare yourself and your family for an emergency.

- www.Ready.gov
- www.ReadyShelby.org

The benefits of CERT training:

CERT training takes about 20 hours to complete and provides critical skills in emergency preparedness and response.

Participants learn how to:
- Identify and anticipate hazards
- Reduce fire hazards in the home and workplace
- Extinguish small fires
- Assist emergency responders
- Conduct light search and rescue
- Set up medical treatment areas
- Apply basic medical techniques
- Help reduce survivor stress

Who should take CERT training?
- Neighborhood Watch groups
- Community leaders
- Parents
- People interested in taking an active role in hometown preparedness
- Communities of faith
- Teachers and administrators
- Members of clubs and civic organizations

For details on upcoming classes and dates please visit our website at www.CityofBartlett.org. Go to Government>Departments>Fire Department>Other Services>Community Emergency Response Team.

For more information, please contact the Administrative Secretary Cindy Barnett at 901-385-5536 or bartlettcert@cityofbartlett.org.

TEEN CERT Disaster Preparedness Training

Community Emergency Response Team (CERT) training is a program that prepares you to help yourself, your family, friends, neighbors, or your community in the event of a disaster. The Bartlett Fire Department is now offering TEEN CERT Training.

TEEN CERT is a program designed to provide teens with hands on training in disaster preparedness, fire suppression, disaster medical (first aid and triage), and light search and rescue.

The TEEN CERT program also builds strong working relationships between emergency responders and the citizens we serve through education and interaction with members of the Bartlett Fire Department.

How does CERT help the community?

In addition to supporting emergency responders during a disaster, the CERT program builds strong working relationships between emergency responders and the people they serve. CERT teams also help the community year-round by helping with community emergency plans, neighborhood exercises, preparedness outreach, fire safety education, and workplace safety.
COVID-19 Information

Canceled Events and Activities

As with so many aspects of life affected by COVID-19, several city events and activities that would normally fill this guide have unfortunately been canceled until further notice. Due to the fluid and ongoing nature of the situation, city facilities and departments will adapt their responses as new information becomes available, and in conjunction with executive orders and health directives from the City of Bartlett and the Shelby County Health Department.

For the most recent COVID-19 information, please check regularly with our community updates page at www.CityOfBartlett.org.

Facebook.com/BartlettTennessee
Twitter.com/BartlettTNGov

How to Protect Yourself and Others

At the moment, you are the most important tool in combating the coronavirus pandemic. By adhering to state and local health orders and practicing the following CDC recommendations, you can protect yourself, limit the spread of COVID-19 to others, and help us all get back to business as soon as possible.

Avoid close contact

When outside your home, maintain a distance of at least six feet from others. Keep in mind that the virus is capable of spreading from individuals without symptoms, so it’s important to maintain distance even if people aren’t visibly infected. In addition, do your best to maintain six feet of separation from sick members of your own household.

Wear a mask

On July 3, 2020, the Shelby County Health Department issued a health order requiring citizens to wear face masks or cloth face coverings in businesses and public settings, except under select circumstances. Because the coronavirus is transmitted through respiratory droplets, wearing a mask or cloth covering over the mouth and nose in public and in places of business has been proven to greatly reduce the spread of COVID-19.


Wash hands frequently

Thoroughly washing your hands after being out in public and after coughing or sneezing can help reduce the transmission of the virus to yourself and others. Wash hands for at least 20 seconds in soap and water, building up a lather and taking care to cover both sides of your hands. If you are out in public and don’t have access to soap and water, rubbing your hands until dry with hand sanitizer (containing at least 60% alcohol) can also be effective. Prior to washing your hands, avoid touching your mouth, eyes and nose—all potential points of entry for the virus.

Clean surfaces often

Regularly sanitize frequently touched surfaces in your home and in places of business, such as countertops, door knobs, desks, phones, keyboards and light switches. Clean first with soap and water, then finish with a household disinfectant.

Cover coughs and sneezes

Always cough or sneeze into a tissue or your elbow, and then wash your hands as soon as possible. Remember that even if you are feeling healthy with no symptoms, you could potentially be an asymptomatic spreader.

Stay home if feeling unwell

If you are feeling sick, stay home to avoid potentially spreading the virus to others. Monitor yourself for symptoms of COVID-19—such as fever, shortness of breath, and loss of taste of smell—and stay in touch with your doctor for advice on whether to seek testing or medical treatment.

Testing

If you may have been exposed to COVID-19 and are feeling sick, call 833-556-2476 or visit COVID19.MemphisTN.gov/Resources/COVID-19-Testing-Sites-In-Shelby-County for up-to-date information about Shelby County testing centers and to set up an appointment.

Got a question about COVID-19?

Ask the Shelby County Health Department via their hotline (833-943-1658), or e-mail them at shelbytnhealth@shelbycountytn.gov
The Bartlett Station Municipal Center is one of the City’s largest and most versatile facility, and the convenient location is an excellent choice for the site of your special occasion. Everything from business meetings, awards banquets, wedding and receptions, trade shows or private parties, we have a room to accommodate your individual needs.

DUE TO SOCIAL DISTANCING AND COVID-19 COMPLIANT PROTOCOL, PLEASE CALL FOR ROOM CAPACITIES AND RESTRICTIONS.

**5868 Stage Rd., Bartlett, TN 38134**
Phone 901-380-4771
Cynthia Black, *Facility Manager*
cblack@CityofBartlett.org
Megan Williams, *Administrative Assistant*
mwilliams@CityofBartlett.org

**Boardroom, Meeting & Community Rooms**
We take your business event as serious as you take your business. These attractive, functional meeting rooms are a wonderful alternative for business retreats or training and executive meetings at special weekday rental rates.

**Reception Hall**
For those special gatherings of family and friends, the reception hall is over 1100 sq. ft. and is a perfect place to host a birthday party, baby shower, business meeting, and family or school reunions.

**Chapel & Auditorium**
Our historical chapel and large auditorium have hosted Christmas programs, weddings, school concerts, graduations and church concerts. Both of these rooms are equipped with sound systems, stages and podiums.

**Rainey Banquet Hall**
This 7,000 sq. ft. room includes a fully equipped kitchen. A great room for banquets, receptions, trade shows and much more.

**Amenities:**
Wall and stage screens, tables, chairs and wireless internet access.
Weddings & Receptions

FORMAL OR CASUAL, SIMPLE OR DRAMATIC, IT SHOULD REFLECT YOUR PERSONAL STYLE!

Everything from engagement parties, bridal showers, rehearsal dinners, wedding ceremonies and wedding receptions can all be under the same roof! You bring your own food and decorations.

Host your wedding and reception in the room of your choice:

Wedding – Chapel or Auditorium
Our quaint historical wedding chapel with sparkling stained glass windows. This very popular room is intimate and requires little decoration. The auditorium’s long center aisle and large altar are features that make this room the choice of many brides.

Wedding Reception – Reception Hall or Banquet Hall
Perfect for small receptions, the reception hall includes a small kitchen. The 7,000 square foot banquet hall allows ample room for dining, dancing and mingling with your guests. Whether you use a caterer, or prepare your own food, this room comes with a large industrial kitchen.

Can Provide for Additional Costs:
Table linens and easels.

Tours of the facility are offered to preview the variety of rooms available and their amenities. For rental rates or additional information, visit our Facebook page, website at www.CityofBartlett.org or call 901-380-4771.
For Your Safety
All library patrons are required to wear a mask before entering and while inside the building. We are also required to check everyone’s temperature before entering the building. Those with a temperature of 100.4 or higher will not be permitted to enter the library.

While we are in Phase 2, we have a limited capacity of 40 people. Due to this capacity limit, we ask for customers to conduct their business as quickly as possible in an effort to allow everyone an opportunity to use library services. Customers on the computer for more than an hour may have their session terminated if we reach capacity limits.

Library Cards
Library cards are free to residents and property owners in Bartlett, Memphis and unincorporated Shelby County. City of Bartlett employees and teachers in Bartlett City Schools and Shelby County schools are also entitled to a free Memphis Public Library card. Non-residents may pay a $50 yearly fee to use Bartlett and Memphis libraries.

To obtain a card, bring valid identification and proof of current address or property owned to the library’s Check-Out Desk. Customers 17 and younger need to be accompanied by a parent or guardian to obtain a library card.

Loan Periods
Books, audio books, non-fiction videos, & CDs - 21 days
Entertainment DVDs & magazines - 7 days

Fees
Books have no check-out fees. Audio CDs and cassettes are $.50 per cassette or CD; DVDs and videos are $2. Children’s audio books have no check-out fees. Photocopies are $.20 per page. Printing from public computers costs $.20 per black-and-white page and $1 per color page.

Fines
There are no fines for overdue books, audio books, music CDs, and magazines. The cost of replacing lost or damaged items varies. Customers who owe $15 or more, or have an item overdue longer than 10 days, cannot check out additional items.

Children’s Services
Baby Storytime for ages 6 months through 18 months is held weekly on Tuesday mornings at 10:30. Storytimes for ages 2 through 5 are held weekly on Thursday mornings at 10:30. All storytimes are virtual. Registration is REQUIRED. To register, please visit the events page of the Memphis Public Library site at http://www.memphislibrary.org/virtual-library-events/.

Special programs and events are held throughout the year and are advertised in the library as well as on the library’s website. Virtual summer activities are held in June and July.
Online Services
Customers can view library account information, renew books, place holds on items, and access the library catalog and informational databases 24 hours a day at www.MemphisLibrary.org.

Public Computers
The Bartlett Library has 20 computers for public use which access the Internet and Microsoft Office products such as Word and Excel. There is a one-hour time limit on these computers. Use of the computers is free, but charges apply for printing. A valid library card is required to use the computers.

Wi-Fi Access
Wireless internet access is available for use with laptop computers and other personal devices equipped with wireless capabilities.

Friends of the Bartlett Library
The Friends of the Bartlett Public Library promote and enhance the Bartlett Library’s facilities and services through advocacy, learning, and reading.

Individuals can become a member of the Friends of the Bartlett Library for $10 per year, or for 3 years at $25. Benefits include early shopping at the annual used book sale. Membership forms are available at the library and online at www.FriendsOfBartlettLibrary.org.

Book Donations
The Friends of the Bartlett Library are NOT accepting donations of materials at this time. They will accept donations again early 2021.

Friends Used Book Sales
The Friends of the Bartlett Library maintain an ongoing used book sale inside the Bartlett Library during regular business hours. There are no monthly Special Focus sales at this time.

R.E.A.D. Program
The R.E.A.D program has been temporarily canceled.

Adult Programs and Classes
DIY Virtually Gypsy Country Wreath with Beverly Radford
July 16th, 1:00 p.m. - 2:30 p.m.
(Registration is REQUIRED)

Author Talk with John Babb, author of Voices of the Dead
July 23rd, 2:00 p.m. - 3:00 p.m.
(Registration is REQUIRED)

Please register at the Memphis Public Library site at www.MemphisLibrary.org/Virtual-Library-Events.

The Bartlett Library offers virtual classes for adults. Please check the library’s calendar on the Memphis Library website for more upcoming virtual programs.

Volunteer Opportunities
Ages 14 and up are welcome to volunteer for a variety of tasks at the library. Interested persons should call the library’s Information Desk for more details.
Bartlett Performing Arts and Conference Center

3663 Appling Road, Bartlett, TN 38133
Box Office 901-385-5588 ● Business Office 901-385-6440

Box Office Hours: Monday – Friday, 10:00 a.m. – 2:00 p.m.

The Bartlett Performing Arts & Conference Center is one of the best kept artistic secrets in the Mid-South. BPACC has a lovely intimate theatre with exceptional acoustics. Experiencing World-class performances in our 350-seat theatre is like enjoying your favorite artist in your own living room…up close and personal!

Purchase tickets 24/7 at BPACC.org.

Facebook.com/BPACC.org

FOR YOUR SAFETY

We have cancelled or postponed our Fall 2020 shows. It is our plan to present a Winter/Spring Season. Announcement should be made in September. Keep an eye on BPACC’s website at www.BPACC.org. And remember - THIS IS ONLY AN INTERMISSION. WE’LL BE BACK.

FACILITY RENTAL INFORMATION

Let the Bartlett Performing Arts & Conference Center help make your special event unforgettable! From our distinctive lobby, to our studio and our lovely theatre, the possibilities are endless. We host receptions, business meetings, lectures, performances, office parties, showers, dinners and any other event you would like to make memorable. Over the years BPACC has become the “affordable alternative” of business executives, civic organizations and individuals throughout the metropolitan area.

Your guests will enjoy ample free parking and the well maintained BPACC grounds surrounded by picturesque Appling Lake. We welcome you to visit our spaces and talk to us about your desires to plan your special event in this distinctive and affordable venue. For rental info call 901-385-6440.
The 2,800 square foot main stage at the Bartlett Performing Arts and Conference Center can be rented separately from the auditorium, and treated as a large meeting room itself. A variety of seating options can be customized to suit each individual event.

For many businesses, it is often necessary to take meetings off-site. A change in location can foster creative solutions and undistracted productivity. The A.E. Beaty Conference Room at the Bartlett Performing Arts and Conference Center features a picturesque view of Appling Lake, providing a quiet, professional atmosphere for its occupants.

Like most of the facilities at the Bartlett Performing Arts and Conference Center, the Studio, which is the largest of the conference spaces, is an exceptionally versatile, sound proof room with floating hardwood floors, and 25 foot vaulted ceilings, making it perfect for dance and acting classes, rehearsals as well as luncheons, workshops and planning sessions.
Bartlett Parks and Recreation

5868 Stage Rd., Bartlett, TN 38134
Phone 901-385-5590

Shan Criswell, Director
Paul Wright, Assistant Director
Debbie Christopher, Secretary
Susan Scott, Clerk

scriswell@CityofBartlett.org
pwright@CityofBartlett.org
dchristopher@CityofBartlett.org
sscott@CityofBartlett.org

Hours: Monday–Friday, 7:00 a.m.–5:00 p.m.

Mission Statement: Providing Bartlett residents with quality, fun recreational opportunities and facilities.

Vision statement: Continue to be a leader in creating recreational opportunities and facilities for Bartlett citizens from childhood to retirement.

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Providing Bartlett residents with quality, fun recreational opportunities and facilities.

Vision Statement:
Continue to be a leader in creating recreational opportunities and facilities for Bartlett citizens from childhood to retirement.

Park Advisory Board Members

Jimmy Davis
Matt Goodhart (Chairman)
Kevin Hardin
Paul Ireland
Dennis Lyon
Bob Nipp
Claudia Tullos-Leonard

Board Liaison

Emily Elliott, Alderman
Debbie Gelineau, Director of Community Relations
Shan Criswell, Director of Parks and Recreation

Shelter Reservations

Call us to reserve a place for your next church, family, business or private gathering. We have large pavilions at W. J. Freeman, Ellendale or Freeman Smith. Gazebos are located at W. J. Freeman, Dixon Brewer and Bledsoe. Electrical plugs are available at all shelters.

<table>
<thead>
<tr>
<th>Shelter</th>
<th>Bartlett Residents</th>
<th>Non-Residents</th>
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</thead>
<tbody>
<tr>
<td>Bledsoe Park Gazebo</td>
<td>FREE</td>
<td>FREE</td>
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<tr>
<td>Freeman Smith Pavilion</td>
<td>FREE</td>
<td>FREE</td>
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<td>Dixon Brewer Park Gazebo</td>
<td>$40 half-day $80 all day</td>
<td>$60 half-day $120 all day</td>
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<tr>
<td>Ellendale Park Pavilion</td>
<td>$50 half-day $90 all day</td>
<td>$70 half-day $140 all day</td>
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<tr>
<td>W. J. Freeman Park Gazebo</td>
<td>$30 half-day $60 all day</td>
<td>$45 half-day $ 90 all day</td>
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<tr>
<td>W. J. Freeman Pavilion</td>
<td>$50 half-day $100 all day</td>
<td>$75 half-day $150 all day</td>
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</table>

Half day is up to 4 hours. Anything over 4 hours is considered all day.
The Essential Need for Parks

The National Recreation and Parks Association (NRPA) has recently published the results of a survey they conducted which reinforced the impact of parks, especially during a health crisis. From the article on their website (www.nrpa.org):

An overwhelming majority of adults in the United States find exercising at their local parks, trails, and open spaces essential to maintaining their mental and physical health during the COVID-19 pandemic. Over half (59 percent) note it is very or extremely essential to be able to walk, jog, hike and/or bike, with parents even more likely to feel this way (68 percent). Visitors should keep physical distancing parameters in mind whenever visiting their local park, trail or other open space.

Key Findings

• Eighty-three percent of U.S. adults agree that visiting their local parks, trails and open spaces is essential for their mental and physical well-being during the COVID-19 pandemic
• Nearly three in five adults say that access to these amenities are very or extremely essential to their mental and physical health
• Parents are more likely than nonparents to find parks, trails and open spaces very or extremely essential (68 percent vs 56 percent, respectively)
• Millennials and Gen Zers are more likely than Baby Boomers to say it is very or extremely essential to do physical activities at their local parks, trails, and open spaces to maintain their mental and physical health (68 percent and 65 percent vs. 54 percent, respectively)

Park Security & Safety

We are fortunate to live in a community noted for its safety and security. In fact, many of our residents have moved to Bartlett specifically because of the outstanding reputation of our dedicated police and firemen. However, on occasion, things may happen that are beyond their control. This is especially true in these times of uncertainty and threats to our security. We want to offer several suggestions to help insure your park experience is always a pleasant and safe one.

• Stay on well-lit, populated walkways.
• Remain alert and aware at all times. Do not wear headphones.
• There is safety in numbers. Always walk or run with a friend.
• Carry your wallet in the side pants pocket or inside jacket pocket.

Vandalism

Each year taxpayers must cover the cost of repairing or replacing city facilities and vegetation that has been willfully damaged or destroyed. Since most areas are unsupervised, it is difficult for city staff to catch the vandals who cause this damage. You can assist by reporting any acts of vandalism to the Parks Department at 901-385-5590 or the Police Department at 901-385-5555 the non-emergency number.

Volunteers Needed

Throughout the year, the Parks and Recreation Department hosts a myriad of events that include a 10/5K run, festival, parade and other holiday celebrations. Special activities are always fun to plan, but sometimes it takes more people than we have on staff to assure a successful event.

If you are interested in volunteering for a particular event or have a special skill or craft you would like to contribute, we would love to hear from you. Contact the Parks and Recreation Administrative Office at 901-385-5590 for sign-up information.

Volunteers are paid in six figures: S-M-I-L-E-S
Parks & Recreation Maintenance

3179 N. Germantown Rd, Bartlett, TN 38133
Phone: 901-385-5581

Keeping Bartlett parks clean, green, safe and fun for the whole family, the Parks and Recreation Maintenance Department maintains over 500 acres of parks, lakes, athletic fields, playgrounds and picnic areas throughout the community. In addition, the staff is responsible for maintaining the grounds at the Singleton Community Center, the Bartlett Recreation Center and the Bartlett Senior Center and provides support to a wide range of programs and special events sponsored by the city.

The goal of the maintenance staff is to develop and maintain the best equipment and facilities to residents and visitors. Employees provide both routine maintenance and special improvements to parks and other areas. Crews perform a variety of routine tasks such as general landscape maintenance, fertilization and chemical application, maintaining Bermuda grass at athletic fields, plumbing and construction maintenance and repairs, trash pickup and removal, and restroom cleaning. For special events you will see the parks maintenance crews setting up tents, portable stages, tables, etc, and breaking them down when the special events are over.

A regular maintenance schedule is followed to insure parks, including restrooms, are cleaned daily and the grass mowed weekly. However, weather conditions can sometimes temporarily disrupt the mowing schedule. Your patience in this regard is appreciated.

Park Watch

Parks belong to everyone and add tremendous value to the community. Vandalism in Bartlett parks, unfortunately, is on the rise. Parks and Recreation Maintenance Staff has to spend many hours of their time and additional taxpayer dollars repairing the damage.

The objective of Park Watch is to encourage park visitors and neighbors to take a more active role in protecting our parks. Please be alert to safety hazards, vandalism, and suspicious activity. If you observe any of these in parks or greenways, please report what you see to any park employee or call Bartlett Police at 901-385-5555. To report damage, call the Parks Administrative Office at 901-385-5590.

IMPORTANT: If you observe someone committing a crime, do not attempt to take any action yourself. This is a job for the police. The best thing you can do is to note the location, description of the people involved, license numbers of any vehicles, and report the incident as soon as possible.

Frequently Asked Questions

Q. How do I report a maintenance concern at one of the parks?
A. You may telephone the Parks and Recreation Administrative Office at 901-385-5590 for all concerns or questions regarding parks, including the maintenance.

Q. What should I do if I see someone vandalizing a park?
A. All issues related to violations of park rules should be referred to the Bartlett Police Department at 901-385-5555. Vandalism in parks results in additional costs to Bartlett taxpayers to repair and replace facilities.

Q. What is Park Maintenance responsible for?
A. Our crews handle the overall maintenance of the parks, including mowing, landscaping, rubbish removal, sanitation, and other routine tasks necessary to maintain safe, clean and green parks. They ensure that park amenities (playgrounds, lights, athletic fields, and restrooms) are clean and in good working condition.

Q. How do I rent a picnic pavilion or gazebo?
A. To obtain a permit for a special event or to reserve spaces within parks, contact the Parks Administrative Office at 901-385-5590.

Q. I lost something when I visited a park. Is there a Lost and Found?
A. Contact the Athletics Department at 901-385-5599.
BARTLETT PARKS

1. A.E. Beaty Park
2. Arthur Byrd Park / Burloe Bike Trail
3. Bartlett Country
4. Bartlett Grove Park
5. Bartlett Senior Center
6. Bartlett Soccer Park
7. Blue Lagoon
8. Davies Plantation Park
9. Deermont Park
10. Dixon Brewer Park
11. Easthill Park
12. Ellendale Park
13. Elmore Civic Park
14. Elva T. Bledsoe Park
15. Flaherty Municipal Center
16. Fletcher Creek Greenway
17. Freeman Smith Park (SCCB)
18. Kirby Whitten Property
19. Municipal Park
20. Nesbit Park (formerly Bartlett Park)
21. Performing Arts Center
22. Quail Ridge Park
23. Rivercrest Park
24. Rockyford Park
25. Shadowlawn Park
26. Singleton Community Center
27. Sleepy Hollow Park
28. Stoneridge Park
29. Sugartree Park
30. W.J. Freeman Park
31. Yale Road Park
<table>
<thead>
<tr>
<th>Parks</th>
<th>Walking Trail</th>
<th>Lake</th>
<th>Shelter</th>
<th>Rest Rooms</th>
<th>Picnic Area</th>
<th>Play Ground</th>
<th>Tennis Courts</th>
<th>Athletic Field</th>
<th>Concession Building</th>
<th>Basketball</th>
<th>Racquetball</th>
<th>Swimming</th>
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<td>A. E. Beaty Park</td>
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<td>Elendale Park</td>
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<td>Eva T. Bledsoe Park</td>
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<td>Bobby K. Raherty Municipal Center</td>
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<td>Fletcher Creek Greenway</td>
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<td>Corner of Santa Valley &amp; Hwy. 64</td>
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<td>Freeman Smith Park</td>
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<td>Municipal Park</td>
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<td>2975 Altruria (behind City Hall)</td>
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<td>Nesbit Park (formerly Bartlett Park)</td>
<td>2.6 mi.</td>
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<td>5760 Yale Road (Bike Trail 11 Miles)</td>
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<td>Quail Ridge Park</td>
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<td>Rivercrest Park</td>
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<td>Shadowlawn Park</td>
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<td>Sleepy Hollow Park</td>
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<td>North Hampton and Sleepy Hollow</td>
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<td>W. J. Freeman Park</td>
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<td>Yale Road Park</td>
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The Bartlett Parks and Recreation Department offers team sign-ups for youth and adult sports as well as youth individual sign-ups.

Ball field permits and tennis reservations:
Call 901-385-5599, or visit the Athletic Office, Monday - Friday from 1:00 - 5:00 p.m. Permits for the upcoming week (Monday – Sunday) will start at 1:00 p.m. on Friday prior to the week the permit is needed.

PERMITS WILL NOT BE FAXED.

Permit requests are accepted only after 1:00 p.m. Monday through Friday.

Masks are recommended for all spectators in all public spaces.

FOR YOUR SAFETY
At this time, the Shelby County Health Department has not approved our programs in keeping compliance with the COVID-19 guidelines. Please follow our Facebook page at www.facebook.com/BPRDAthletics for updates and future offerings regarding basketball league and/or clinics.
RECREATION FOR ACTIVE ADULTS AGE 50+

During this time, the Bartlett Senior Center is pleased to offer select activities that allow our members to social distance while enjoying the ability to access the much-needed Bartlett Parks and Recreation services.

Please note that during this time, guidelines are in place to help protect our citizens; therefore, we ask our members to be prepared to follow current guidelines, which could include staying six feet apart from other members when in the facility, wearing a face mask or agreeing to set seating arrangements in classrooms.

Current guidelines are based on CDC, Shelby County Health Department, state and local recommendations, and can change based on the data. Please keep in mind these guidelines can change on a regular basis. We thank you for your patience and look forward to seeing you soon.

MEMBERSHIP

We offer two levels of membership to meet the participation needs of our members.

**Basic Membership** – This is an annual membership, and the fee is $15 per year. This fee includes access to the Bartlett Senior Center library, exercise room, computer lab, pool room, and free activities/classes. Paid classes and other services are not included; however, members with the Basic Membership may opt to pay separately for individual classes or activities.

**Premium Membership** – This is a monthly membership, and the fee is $19 per month based on an automatic draft. A member may also pay for the entire year at one time ($228) and bypass the automatic draft. This fee includes access to all of the amenities in the Basic Membership, as well as access to many of the paid classes, such as Zumba, Tai Chi, Yoga and Line Dance Lessons. Some services, such as manicure services and B-12 shots, are not included in the Premium membership and must be paid separately.

For more information on membership levels and a complete list of classes included, go to CityOfBartlett.org/SeniorCenter and access the Bartlett Senior Center Member Policies and Procedures, or stop by the Center and see a staff member.
Current Activities

*Please note that all activities listed require an appointment in advance. Also, all activities, with the exception of B-12 Shots, require membership to be current in order to make an appointment.

A.M. Stretch
Mondays, Wednesdays, Fridays
9:30 a.m. – 10:30 a.m.
$3 / person

B-12 Shots
Second Thursday of the month,
9:00 a.m. – 12:00 p.m.
B-12 Shots - $10
Services are provided by Hardy Healthcare of Bartlett.
Also available: Flu, Pneumonia, Tetanus and Shingles vaccines with advance notice. For more details, please call 901-385-6439.

Creative Writing
Tuesdays, 10:00 a.m. – 11:30 a.m.

Crochet & Knit
Tuesdays, 1:00 p.m. – 3:00 p.m.

Line Dance Class
Tuesdays & Thursdays,
10:00 a.m. – 11:30 a.m.
$3 / person

Legal Aid
Third Monday of each month,
2:30 p.m. – 3:45 p.m.
Legal assistance for wills and estate planning.

Manicure & Pedicure
Third Friday of each month
$15 – Manicure
$21 – Pedicure
Special Care add $10
Fees must be paid in advance to reserve your appointment.

Scrapbooking
Mondays, 12:00 p.m. – 3:00 p.m.

Paper Art
Wednesdays, 8:30 a.m. – 11:30 a.m.

Quilting Class
Mondays, 12:00 p.m. – 3:30 p.m.

Tai Chi
Tuesdays & Thursdays,
1:30 p.m. – 2:30 p.m.
$3 / person

Yoga
Tuesdays & Thursdays,
8:15 a.m. – 9:15 a.m.
Mondays & Wednesdays
2:45 p.m. – 3:45 p.m.
$3 / person

Zumba®
Mondays, Wednesdays, Fridays,
8:15 a.m. – 9:00 a.m.
$3 / person

Get the Latest Updates

*Please note that all rooms listed require an appointment in advance. Also, all appointments require the participant’s membership to be current.

Email Updates
Members are eligible to receive activity reminders and updates via email. Be sure to fill in your email address on your membership card if you would like to be included in these updates.

Online Updates
To find out about upcoming events or see an online copy of the weekly schedule, go to CityofBartlett.org/SeniorCenter

Class Offerings / Cancellations
Activities are offered/cancelled based on enrollment since fees collected must offset personnel, equipment and other program expenses. Please keep this in mind when you are considering signing up for an activity. If we do not have a minimum number of participants, the activity will be cancelled.

Facility Amenities

Billiards Room
Two nine-foot billiards tables are available for open play.

Library
A variety of books are available for members to check out each day.

Computer Lab
Two computer stations with internet access are available.

Exercise Room
Two treadmills, an elliptical machine, a recumbent bicycle, and a rowing machine are available.
COVID-19 Protocols
Singleton follows all guidelines set by the CDC, the State, and the City. If mandated by the Health Department, all visitors will be required to wear face masks prior to entering the building, be screened for possible symptoms or fever, be asked to socially distance from other visitors outside of their household, and programming could be limited based on guidelines. Washing your hands for at least 20 seconds is highly encouraged to prevent the spread of germs. Hand sanitizing stations are also available throughout the facility, and guests are encouraged to sanitize their hands frequently when hand washing isn’t available. Singleton staff sanitizes the building and high touch areas frequently throughout the day. Please check our website for the most up to date guidelines and procedures prior to visiting Singleton.

General Information
Annual I.D. Requirements
All participants who come for Open Play in the gym must have a current Annual I.D. card or purchase a day pass for $5. I.D. cards are valid for one-year from the date of purchase. Bartlett Residents pay $25 and Non-Residents pay $40 for the I.D. If an I.D. is lost or stolen a $5 replacement fee will be charged. Individuals through the age of 17 years must be accompanied by their Parent(s)/Guardian(s) to purchase an ID card.

Proof of Residency
Those wishing to purchase an ID card for themselves or their child must provide a valid photo ID (TN Driver’s License or identification with your current address) to verify residency.

Cancellation/Refund Policy
Programs and activities are either offered or cancelled based on the enrollment or the current COVID protocols set forth by the City, the State, or the CDC. In the event that an activity is cancelled or a schedule change prohibits participation, a full refund or credit to the customer’s account will be made. Please allow up to three weeks for refunds to be issued.

New Programs & Instructors Needed
Singleton Community Center aims to offer programs of the best quality and variety. Qualified, innovative adults who would like to share their knowledge, talents, skills, expertise, hobbies, and / or career experience are needed to teach classes. Our educational and recreational program opportunities include all types of arts and crafts, dancing, cooking specialties and special interest programs. If you have an idea for a program or class that you would like to offer here we welcome the opportunity to meet with you. Please contact Kevin Rooney at 901-385-5593 or email (kevin.rooney@cityofbartlett.org) for information about submitting proposals.

Online Registration
Bartlett Parks and Recreation is now happy to offer online registration. To see all available programs and activities please visit Registration.CityOfBartlett.org.
Facility Rentals

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.

Deposit is due up front in order to book your rental. The rental balance is due two-weeks prior to the event date. We can only accept cash on rental balances paid less than 14 days before an event.

Proof of residency must be shown prior to honoring the Bartlett resident rental rates. Acceptable proof must include a valid Photo ID AND one of the following documents: tax receipt for Bartlett City taxes, Bartlett business license, Bartlett water bill, mortgage papers or rental/lease agreement (other documents must be approved by management). The fees are as follows:

Due to COVID-19 protocols rental room capacities may be limited and social distancing maybe required for your rental. Please call ahead to find out what the current guidelines are for Singleton. In the event that a rental is to be cancelled due to COVID-19 procedures out of the City or Renter’s control no fees will be assessed for a refund.

Regular Hours (M-Th, 8:00 a.m. – 9:00 p.m., Fri. 8:00 a.m. – 8:00 p.m., Sat, 8:00 a.m. – 5:00 p.m.)
No rentals are to extend beyond 11:00 p.m. Teen parties must end at 9:30 p.m.

<table>
<thead>
<tr>
<th>Regular Hours</th>
<th>Resident Rate</th>
<th>Non-Resident Rate</th>
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<tbody>
<tr>
<td>Classrooms</td>
<td>$30 per Hour</td>
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<tr>
<td>Stage Room</td>
<td>$40 per Hour</td>
<td>$50 per Hour</td>
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<tr>
<td>Auditorium</td>
<td>$60 per Hour</td>
<td>$70 per Hour</td>
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<tr>
<td>Kitchen</td>
<td>$60 per Hour</td>
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<tr>
<td>Gymnasium, One Side Only</td>
<td>$65 per Hour</td>
<td>$75 per Hour</td>
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<tr>
<td>Gymnasium, Whole Gym</td>
<td>$130 per Hour</td>
<td>$150 per Hour</td>
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<td>Concession Stand</td>
<td>$100 Flat Fee</td>
<td>$125 Flat Fee</td>
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<tr>
<td>Basketball Tournament; Weekend</td>
<td>$1,750</td>
<td>$1,900</td>
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<tr>
<td>Basketball Tournament; Full Week</td>
<td>$2,200</td>
<td>$2,400</td>
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Deposit – Auditorium, Stage Room, Gym and Classrooms $200 $200

Deposit for Teen Parties/Dances & and Concerts $500 Cash $500 Cash

After Hours

| Classrooms                  | $65 per Hour           | $75 per Hour               |
| Stage Room                  | $80 per Hour           | $90 per Hour               |
| Auditorium                  | $125 per Hour          | $145 per Hour              |
| Kitchen                     | $50 Flat Fee           | $60 Flat Fee               |
| Gymnasium, One Side Only    | $145 per Hour          | $165 per Hour              |
| Gymnasium, Whole Gym        | $290 per Hour          | $350 per Hour              |

Deposit – Auditorium, Stage Room, Gym & Classrooms $200 $200

Deposit for Teen Parties/Dances/Concerts $500 Cash $500 Cash
Singleton Community Center

Gymnasium Information

Rules
- An annual I.D. card (resident or non-resident) or a Day Pass is required to use the gym or check out equipment. Individuals under 16 years of age must be accompanied by a Parent/Guardian while using the gym.
- Current COVID-19 protocols set forth could limit gym activities and the amount of people allowed in the gym at a time. If mandated, players, coaches, and referees will be required to wear masks when coming and going from the gym. If mandated, spectators will be required to wear masks at all times while in the gym, and to social distance from other spectators outside of their household in the bleachers. All visitors and staff will be screened for symptoms or fever prior to entering the gym. Scheduled gym activities will not overlap with other gym activities while social distancing regulations are implemented.
- An Annual I.D. card (resident or non-resident) or day pass is required to use the gym or check out equipment. Individuals under 18 years must be accompanied by a Parent/Guardian to purchase an ID card or day pass. Those under 16 must be accompanied by a Parent/Guardian while they use the gym.
- Non-marking gym shoes will be worn at all times.
- No profanity. We have ZERO tolerance for foul language.
- Singleton Community Center is a substance-free facility and will have ZERO tolerance for the presence and/or abuse of alcohol, tobacco (including vaping devices/e-cigarettes), and/or drugs. Individuals shall not be permitted in the facility while under the influence of drugs or alcohol.
- Reservations for court time must be phoned in on Fridays after 1:00 p.m. for the following week. Bartlett Parks and Recreation teams may reserve the basketball courts for free. All other teams must rent court time.

Open Gym - Basketball & Pickleball
The gym will be available to the public for Open Play unless a scheduled class, sports league or activity is in the gym. A gym calendar is published each month to outline the days that are available. Bartlett Parks & Recreation activities and gym rentals will take precedence over Open Play.

Preschool
Singleton Preschool is a traditional program that provides a safe, developmentally appropriate and community-centered learning environment for students ages 3-5. Children must be 3, or 4 by August 15, 2020. 3 and 4 year-olds must be completely potty trained.

Singleton Preschool will follow all CDC, State, and Local guidelines when school is in session. Staff and students will be screened prior to entering the building, and anyone who is showing symptoms or illness or having >100.4 will be sent home. Additional cleaning and sanitization will happen throughout the day with classrooms and school items. Please contact the front office for more information about our cleaning procedures.

Follow us on Facebook @SingletonPreschoolBartlett

Preschool - 3 Year Olds
Singleton Preschool offers both a two-day and four-day a week option for our three-year old students. Pre-kindergarten academics will be included as well as encouragement of imagination, creative abilities, and developing socially with their peers. An optional Stay & Play Program can extend the day until 2:30 p.m. for up to four days per week!

Schedule: Monday/Wednesday or Tuesday/Thursday or Monday – Thursday 9:00 a.m. - 12:00 p.m.
Resident Fee: $90/month for 2 mornings $180/month for 4 mornings
Non-Resident: $95/month for 2 mornings $190/month for 4 mornings
Stay & Play Fee: $7 per day
Must pay $25 registration fee plus May’s tuition upon registration.

Preschool - 4 Year Olds
Singleton Preschool offers both a two-day a week as well as a “transitional Pre-K” four-day a week option for four-year-old students. Our Transitional Pre-K class is a great a choice for students that are ready to experience a consistent, four-day a week class schedule. Students spend the first semester refining their preschool skills and the second semester focusing on the TN Kindergarten learning standards. An optional Stay & Play Program can extend the day until 2:30 p.m. for up to four days a week!

Schedule: Monday/Wednesday or Tuesday/Thursday or Monday – Thursday 9:00 a.m. - 12:00 p.m.
Resident Fee: $90/month for 2 mornings $180/month for 4 mornings
Non-Resident: $95/month for 2 mornings $190/month for 4 mornings
Stay & Play Fee: $7 per day
Must pay $25 registration fee plus May’s tuition upon registration.
Stay & Play Option
There will be 1, 2, 3 or 4 days of Stay & Play available in the 2020-21 school year! Two-day-per-week students may choose 1 or 2 days and four-day-per-week students may choose 1, 2, 3 or 4 days-per-week. Prices for Stay & Play are based on the number of days it is offered during that month. Stay & Play fees must be paid in full with regular tuition on the 1st day of each calendar month. Please note that due to Staff scheduling, no refunds will be given for any reason unless cancelled due to COVID-19 guidelines, and no ‘drop-in’ students will be allowed.

Friday Book Club
For Children
Parents and students love Singleton’s Book Club! Students listen, interpret and create through literature-themed dramatic play activities, music, movement and crafts.

Schedule: Fridays, 9:00 a.m. – 12:00 p.m.
Resident Fee: $50/month
Non-Resident: $55/month

Must pay $25 registration fee plus April’s tuition upon registration. Registration fee is waived for families who pre-register for Preschool at the same time.

Fall Break Camp
Don’t stay at home and be bored during fall break! Come to our camp and enjoy arts and crafts, games, sports, and activities designed to keep you entertained and safe. Follow us on Facebook @SingletonSummerCamp.

Resident Fee: $125/week*
Non-Resident: $135/week*

*Discounts available for multiple children registered. Campers need to bring a lunch and water bottle each day. Concessions are sold for snack time. Campers will meet in the gym at Singleton Community Center for planned activities each day.

Arts & Crafts
Students will be asked to wear a mask when coming and going from the classroom, and social distancing will be required. Due to COVID-19 protocols some classes may be unavailable. Please call ahead 901-385-5593 or check with the instructor to make sure the class is still scheduled to meet.

Instructor: Julie M. Anderson-Malanga (B.F.A; MS) Cell: 605-521-4000 Email: ajulesmarie@yahoo.com

Julie has a Bachelor of Fine Arts degree and Master’s of Art Education: Curriculum and Instruction. Contact Julie to register and make payments.

This longer, 12 week art class is perfect for the artist that wants to do a little more in the visual arts! Abundant art materials will be emphasized, as well as artists and techniques. Draw in the style of Leonardo da Vinci, paint a portrait like Frida Kahlo, create dream-like pictures like Chagall and make a minimal Piet Mondrian painting! Your child will be given a sketchbook and portfolio.

Homeschool Art Classes
Ages: 9 – 16 years
Fee: $300 for 12 weeks

Ages: 5 – 8 years.
Fee: $175 for 12 weeks

Saturday Art Classes
Ages: 9 – 16 years
Fee: $300 for 12 weeks

Ages: 5 – 8 years.
Fee: $200 for 12 weeks

Tuesday After-School Art Classes
Ages: 6 – 15 years
Fee: $200 for 12 weeks

Pottery
Come, relax and have fun, be creative and learn the fundamentals of pottery. Our classes are taught so all levels of experience can enjoy creating and learning new processes and techniques. The community atmosphere encourages sharing of ideas while making connections with like-minded people.

Adult Pottery Classes
Hand Building (All Levels)
Mornings: 10:00 a.m. – 12:00 p.m.
Evenings: 6:30 p.m. – 8:30 p.m.
Resident Fee: $145/8 weeks
Non-Resident Fee: $150/8 weeks
Clay: $25
Tools: $20

Instructor: Jodie Gibson, Sharron Williams

If you have a group interest in taking a Pottery Class but need different times, please call Singleton Community Center at 901-385-5593.

Wheel Classes
Mornings: 10:00 a.m. – 12:00 p.m.
Resident Fee: $160
Non-Resident Fee: $165
Clay: $25
Tools: $20

Instructor: Jodie Gibson, Sharron Williams

Sewing
Instructor Mary Dolan will teach students how create a variety of items with their sewing machine: aprons, pillow cases, clothing, potholders, blankets, costumes, clothing alterations and more! Students will need to bring their own sewing machine and all other supplies will be provided. If you'd like to learn more contact Mary at sewingbydesign@bellsouth.net or 901-384-8484. Maximum of 12 students.
Music Lessons

Students will be asked to wear a mask when coming and going from the classroom, and social distancing will be required. Due to COVID-19 protocols some classes may be unavailable. Please call ahead 901-385-5593 or check with the instructor to make sure the class is still scheduled to meet.

Piano

If you have always wanted to learn to play piano, it’s never too late to begin. Private, weekly lessons are one half-hour long. Donna is equipped to instruct beginner to intermediate students. Call 901-385-5593 to register. Due to COVID-19 protocols students will be asked to wear a mask and socially distance while at class. If the facility shuts down classes will continue virtually.

Ages: 3 through High School  
Schedule: Set with instructor  
Resident Fee: $250/12 half-hour sessions  
Non-Resident Fee: $275/12 half-hour sessions  
Instructor: Donna Metler

Percussion Lessons

Donna Metler is offering in-person beginner percussion programs for grades K-8. Both 10 week programs will meet on Mondays from August 31 – November 16 and will be off for Labor Day and Fall Break.

Bring Your Own Bells – K through 3rd  
Orff-based ensemble class for primary children, with a focus on music reading and fun. We will work on learning to play basic melodies and orchestrate them into full pieces. Class meets for 45 minutes for 10 sessions. Class has a minimum of 5 students, with a maximum of 12. Social distancing will be maintained and masks will be worn. Sheet music and other supplemental materials will be delivered via an online learning management system to limit possible contamination. Should this class be unable to complete the semester in person, the class will continue via Zoom.

Bring Your Own Bucket – Grades 4 & Up  
Bucket drumming and rhythm class for elementary age students. Students will work on rhythmic reading and playing using bucket drums and hand percussion, including recycled and found objects. Class meets for 45 minutes for 10 sessions beginning in September. Minimum 5 students, maximum of 12. Social distancing will be maintained and masks will be worn, Sheet music and other supplemental materials will be delivered via a Google Classroom. Should this class be unable to complete this semester in person, this class will continue via Zoom.

Bartlett Songwriters’ Alliance

The Bartlett Songwriters’ Alliance meets at 7 pm on the first Tuesday of every month at Singleton Community Center. The Alliance seeks to promote creative expression through the art of songwriting and offers workshops, clinics and other learning opportunities presented by skilled artists and music industry professionals. They offer mentoring relationships for beginners and those interested in getting started writing music as a hobby or professional endeavor. Showcase opportunities are scheduled at various times throughout the year. Meetings are free and open to everyone. For more information contact BJ Banks at 901-364-2308, or email: bjbanks7777@gmail.com

Singleton Community Center
Fitness
Singleton is happy to offer a wide variety of fitness classes for users of all abilities. Your very first visit is free, and all fitness classes are $5 per visit after that. An 8 count punch card may be purchased for $35, and is valid for all Fitness classes (excluding pickleball and running).

Students will be asked to wear a mask when coming and going from the classroom, and social distancing will be required. Due to COVID-19 protocols some classes may be unavailable. Please call ahead 901-385-5593 or check with the instructor to make sure the class is still scheduled to meet.

Yoga
This class will teach students to learn to breathe, stretch and relax through this ancient method of gentle physical postures. Yoga can help you increase your strength, balance and flexibility while relieving tension in your body and mind.

- Thursdays: 5:45 p.m. – 6:45 p.m.
  Instructor: Katie Honeycutt
- Saturdays: 9:30 a.m. – 10:30 a.m.
  Instructor: Meri Hite

Senior Yoga
Half the class is an easy resistance hand workout geared for seniors. The other half is gentle stretching, twisting, and bending all done in a chair. This is a great program for people with limited mobility.

- Class Schedule: Thursdays, 10:30 a.m. – 11:30 a.m.
  Instructor: Paula Hatmaker

Bench Aerobics
Bench-style aerobics provide fantastic cardiovascular conditioning for individuals of all fitness levels.

Schedule: Monday, Tuesday, Thursday, 5:45 p.m. – 7:00 p.m.
Instructor: Mary Bobbitt

Zumba
Ditch the workout… join the party!
Zumba is a Latin-inspired, dance fitness class that incorporates Latin and International music and dance movements, which create a dynamic, exciting, and effective fitness system. Have fun while working out!

- Mondays: 6:00 p.m. – 7:00 p.m.
  Instructor: Glinda Sossaman
- Mondays & Wednesdays: 6:00 p.m. – 7:00 p.m.
  Instructor: Angela Lester & Christy Barger

Tennis
Lessons are taught by Gary Pittman, a USPTA professional. Lessons will be given at Municipal Park (Altruria Road)

- Schedule: Mondays
- Beginners (9 & Under): 5:00 p.m. – 6:00 p.m.
- Juniors (10 & up): 6:00 p.m. – 7:00 p.m.
- Adults: 7:00 p.m. – 8:00 p.m.
- Resident Fee: $80
- Non-Resident Fee: $85
- Instructor: Gary Pittman

In case of inclement weather, call the Inclement Weather Hotline for information regarding clinic cancellations at 901-385-5595.

Physical Arts
Esprit de Corps Dance Company
2019 Destined 2 Dance Awards “Studio of the Year” Esprit de Corps Dance Company offers recreation classes for ages 3-18 in the following styles for the upcoming Fall Semester: Jazz, Lyrical, Ballet, Hip Hop, Tumbling.

Sibling and multiple class discounts available. Competitive classes available through Esprit de Corps Dance Company.

Feel free to check out our social media pages for upcoming programs:
- www.instagram.com/espiritdecorpdc
- www.facebook.com/ espiritdecorpsdanceco

Running
If you are a runner looking for a group to run with or if you want to get into running, the Bartlett Runners may be just what you are looking for. If you are new to running, our group has plenty of experienced runners that will give you advice about what shoes to wear, proper training, stretching exercises and nutrition. We can help you meet your goal of running anything from a 5K to a marathon.

- Schedule: Wednesdays, 6:30 p.m.
  Fee: Free
  Instructor: Paul Ireland
Clogging

Clogging is a true American Heritage dance. Come enjoy fun, fellowship and exercise all rolled into one. Come join the fun, fellowship and fun with Ann-Marie Sterling, Director of Delta Rhythm Cloggers.

Class Schedule:

- Thursdays,
  - Beginners (Ages 6 - 10): 5:45 p.m. - 6:25 p.m.
  - Beginners (Ages 12 - Adult): 6:30 p.m. - 7:15 p.m.
  - Basic Class: 7:15 p.m. - 8:00 p.m.
  - Intermediate Class: 8:00 p.m. - 8:45 p.m.

Resident Fee: $30/month
Non-Resident Fee: $35/month

Baton

Learn how to twirl a baton from the Tennessee Twirlers’ highly acclaimed instructors. You will learn one baton, two batons, flag baton, strut, parade and dance twirl. These classes will participate in shopping center shows and parades. We are a program offering college scholarships and educational tours to our students.

Schedule:

- Wednesdays,
  - Beginners: 6:00 p.m.
  - All Other Levels: 6:45 p.m.

Resident Fee: $120 per session
Additional Siblings: $55
Non-Resident Fee: $125 per session
Additional Siblings: $60
Instructor: Tennessee Twirlers

Kendo

Kendo is the Art of Japanese fencing. Ages 12 and up.

For more information, email Harry Dach at sasebojudo@gmail.com or Jodie Hilton at widow128@gmail.com.
You can also visit www.MemphisKendo.blogspot.com.

Schedule:

- Wednesdays,
  - 7:00 p.m. - 9:00 p.m.

Fees:

- $25/month
Instructor:

- Sensei, Harry Dach
- Sensei Jodie Hilton

Aikido

Aikido is one of the most contemporary of the traditional martial arts. It differs from other martial arts in that practitioners (Aikidoka) strive to defend themselves and others without causing injury to their attackers. The basic movements of Aikido are circular, or more precisely, spiral in nature; generally attacks are linear. The practitioner of Aikido seeks to harmonize or blend with the linear attack and convert it into a spherical motion. For ages 18 and older.

Schedule:

- Monday & Wednesday
  - 6:30 p.m. - 8:30 p.m.
  - Saturdays,
    - 11:00 a.m. - 1:00 p.m.

Resident Fee:
- $30/month
Non-Resident Fee:
- $35/month
Instructor:
- Robert Kores

Belly Dance

Start out a novice, end up a goddess! In these classes, students will learn various dance styles from the Middle East and North Africa. The classes are multi-level and focus on technique and choreography. Jasmine will teach you how to move your body and find grace and flexibility. At the same time, you will be exposed to the culture and history of the regions from which this dance originates.

Visit www.dancewithjasmine.com for more information about Jasmine and belly dancing.

Schedule:

- Tuesdays,
  - 6:00 p.m. - 7:00 p.m.
Resident Fee:
- $75 for 6 weeks
Non-Resident Fee:
- $80 for 6 weeks

Acrobatics & Tumbling

Acrobatic and tumbling classes are available for beginner and advanced tumblers 5 years of age or older. Improvement is built on basic progressions emphasizing technique, building strength, coordination, flexibility, self esteem and confidence. All classes are taught by Todd Gangwish, owner of the Cheerleader Training Center, Inc.

Classes are one hour long and divided by ability level. Each student will have to contact and meet with the instructor to determine which class is appropriate for him or her. Call Todd at 901-581-0322 for more information or to schedule an appointment.

Schedule:

- Monday or Wednesday
  - Beginner: 3:30 p.m.
  - Intermediate: 4:30 p.m.
  - Advanced: 5:30 p.m.

Resident Fee:
- $15/Class
Non-Resident Fee:
- $20/Class
Instructor:
- Todd Gangwish, 901-581-0322

Baton

Learn how to twirl a baton from the Tennessee Twirlers’ highly acclaimed instructors. You will learn one baton, two batons, flag baton, strut, parade and dance twirl. These classes will participate in shopping center shows and parades. We are a program offering college scholarships and educational tours to our students.

Schedule:

- Wednesdays,
  - Beginners: 6:00 p.m.
  - All Other Levels: 6:45 p.m.

Resident Fee: $120 per session
Additional Siblings: $55
Non-Resident Fee: $125 per session
Additional Siblings: $60
Instructor: Tennessee Twirlers
Special Interest

Students will be asked to wear a mask when coming and going from the classroom, and social distancing will be required. Due to COVID-19 protocols some classes may be unavailable. Please call ahead 901-385-5593 or check with the instructor to make sure the class is still scheduled to meet.

Driver Education

Instruction is provided by Pitner Driving School, Inc. and consists of 30 hours of classroom learning and 6 hours of actual behind-the-wheel driving time. The student must be at least fifteen years of age on the first day of class. Course satisfies the requirements to receive teenage insurance discount. Pitner Driving School is also a licensed third party tester. Class is for ages 15 – 19.

Don't Let a Good Class Die

Waiting to the last minute to register may mean that the class does not hold. At some point, a decision must be made on whether to cancel the class due to lack of enrollment. If you see something you want to participate in, go ahead and call us and we will put your name and phone number on the class roster.

Regular Fee: $560*
Deluxe Fee: $660*
Instructor: Pitner Driving School, Inc.

*Prices subject to change due to fluctuating gas prices
Bartlett Recreation Center

7700 Flaherty Place, Bartlett, TN 38133
Phone 901-385-6470
Fax 901-385-6405

Michael Goldberg, Facility Manager
Chris Hartman, Member Service Manager
Derek Dent, Fitness Manager
Cassi Yates, Program Manager
Amanda Ellis, Assistant Aquatics Manager
Scott O’Reilly, Aquatics Manager/Head Swim Coach
Mark Patterson, Maintenance Supervisor

mgoldberg@CityofBartlett.org
chartman@CityofBartlett.org
ddent@CityofBartlett.org
cassi.yates@CityofBartlett.org
amanda.ellis@CityofBartlett.org
soreilly@CityofBartlett.org
mpatterson@CityofBartlett.org

Regular Hours:
Monday - Thursday, 5:00 a.m. - 10:00 p.m.; Friday, 5:00 a.m. - 8:00 p.m.
Saturday, 8:00 a.m. - 6:00 p.m.; Sunday, 1:00 p.m. - 6:00 p.m.

Party Information

Party Times Available:
Friday 5:00 p.m. - 7:00 p.m.
Saturday 1:00 p.m. - 5:00 p.m.
Sunday 2:00 p.m. - 5:00 p.m.

Party Reservation Procedure:
Please allow a minimum of 2 weeks for us to plan your party. A security deposit of $150 is required to reserve your event date with the rental balance due 2 weeks prior to the event. Call 901-385-6470 to make your reservation.

Packages:
From birthday parties to baby showers to family reunions, we can build a package that suits you! Contact our Program Manager to begin building your next event!

Don’t Let A Good Program Die!

Nothing kills a good program quicker than waiting until the last minute to register. At some point, a decision must be made on whether to cancel the program due to lack of enrollment. Registering at the last minute may mean that the program has already been cancelled. Please register early!

**Please note that all BRC classes, schedules, times, and fees are subject to change.**

Youth Activities

**Kids Night Out**

Ages 3 – 12

Join the Bartlett Recreation Center for a night of non-stop fun and activities. Kids Night Out provides parents with the opportunity to spend some time alone while they leave their children at the Bartlett Recreation Center! We will provide a safe and structured night with our qualified staff. Pizza and drinks will be provided. No Refunds. To adhere to social distancing guidelines, participants will be split up into age groups. There will be a maximum number for each age group. Check with the front desk for more details.

**Dates:**
August 21
October 2
December 11

**Registration:**
Due the prior Wednesday of the event

**Time:**
6:30 p.m. - 9:30 p.m.

**Member Fee:**
$10/child

**Non-member Fee:**
$15/child

**Late Registration Fee:**
Additional $5/child

Gym Games – Day Program (Ages 6–11)

You are out of school for the holidays – now what to do? Come join us here at the Bartlett Recreation Center for 2 hours of heart-pounding, high-energy and intense fun! Parents must remain in the building during the program. This is a member’s only FREE event.

**Schedule:**
September 7 – Labor Day
October 13 & 15 – Fall Break
Tuesdays & Thursdays in December during Bartlett City Schools Break

**Time:**
9:00 a.m. - 11:00 a.m.

**Fee:**
FREE for BRC members

Gym Games – Evening Program (Ages 6–11)

Too old for childcare, yet too young to run around the Recreation Center by yourself? Join our drop-in program. Age appropriate activities provided in the gym for 2 hours. Our trained BRC staff will lead all of our activities. Parents are required to sign children in and out each day. Remember – bring gym shoes. This is a member’s only FREE event.

**Schedule:**
Monday – Thursday

**Time:**
5:00 p.m. - 7:00 p.m.

**Fee:**
FREE for BRC members

*Schedule subject to change*
Junior Youth Members (J.Y.M.)
The Bartlett Recreation Center has developed a program for our youth members ages 12–15. Upon completion, J.Y.M. equips youth with the knowledge to appropriately use the fitness center with indirect supervision. The program addresses the fundamental principles of an exercise program, as well as fitness facility etiquette through a progressive learning track that is divided into two, 1 hour classes. The purpose of this program is to help youth move toward a healthy lifestyle by utilizing their family membership at the BRC. Once J.Y.M. certified, youth will be allowed to use the BRC without a parent for up to 3 hours a day – 5 days a week. There will be one class offered per month. For more information call 901-385-6470.

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Sports Conditioning (Ages 12 – 15)
This is a 4-week program consisting of cardiovascular and strength training exercises to improve jumping, running, and overall strength. It will enable participants to learn proper lifting techniques and ways to prepare for their sport, while under the supervision of a personal trainer. This is a program offered to 12-15 year-old boys and girls that will meet twice a week for one hour. There is a minimum of 5 and maximum of 12 participants per class.

Date: Class begins week of
Time: January 4, 2021
Member Fee: $65
Non-Member Fee: $85

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Body Fit
The ultimate class for all fitness levels who want to get an ALL-IN-ONE workout. The class will provide cardio to get your heart pumping and incorporate weights to reshape your body.

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Boot Camp
High energy class designed to provide an all over body conditioning.

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BOSU HIIT
An entirely new way to train your body. The BOSU gives the edge by engaging more muscles, along with neuromuscular and sensory training, improving your everyday living and athletic training. Includes cardio, strength and stability.

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Cardio Kick
A full body workout that consists of a sport specific warm-up, higher paced intervals, easy to follow combinations, kickboxing specific strength/endurance training and a cool-down.

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Core Conditioning
A class consisting of stabilization techniques and strengthening for the whole body. Focusing on the entire core incorporating the abs, oblique’s and lower back.

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Fitness Classes
A wide variety of group exercise classes are available for your needs. Check with the front desk for the current BRC class schedule. Formats and location of classes are subject to change without prior notice.

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Barre Burn
Utilizing the ballet barre to perform small isometric movements set to fantastic music, Barre Burn is a total body workout that lifts your seat, tones your thighs, abs, and arms, and burns fat.

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Youth Strength Orientation (Ages 12 – 15)
Is your child or teen getting enough exercise? The BRC has youth fitness equipment orientations to help your child understand the importance of exercise as a lifelong component of good health and wellness. This is a scheduled appointment with one of our certified personal trainers as an introduction for youth and teens to age-appropriate strength training equipment and cardiovascular machines in a safe, supervised environment. A parent must be in the building during orientation.

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Dates: July 6 & 13
August 3 & 10
September 14 & 21
October 5 & 12
November 2 & 9
December 7 & 14

Times: Mondays,
6:00 p.m. – 7:00 p.m.

Fee: $20 for BRC Members

No refunds. Max of 25 per session.
Pilates

Emphasis on the support and strengthening the “Power house” – the abdomen, buttocks, thighs and lower back. Intense engagement of the muscles in this area produces the dramatic results in posture and body shape that Pilates is notorious for.

Spinning

This indoor cycling class blends cycling techniques, sound training principles & expert coaching providing you with a training session that will burn calories, energize, challenge and inspire you. Designed for all ages & fitness levels. New riders are STRONGLY ADVISED to arrive 10 minutes early for individualized set up on a bike.

Total Body Conditioning

Strengthen your whole body using dumbbells, resistance bands, body bars, stability balls, and more.

Yoga

This class is a great stress reducer by incorporating deep-breathing techniques and movements to increase flexibility, balance, & core strength.

Yoga - ALL Levels

This class is for participants wanting to work on more advanced poses.

Zumba/Latin Rhythm

Turn up the music and groove! This class includes a variety of Latin dance rhythms working the entire body. Participants will have the opportunity to learn new moves and have a great workout while doing it!

Senior Fitness Class

This is a free class for our senior members where they can work on their overall fitness level with a trained professional. You can attend the cardiovascular part, the strength part, or both.

Schedule: Monday & Wednesday
Times: Low-Impact Aerobics: 8:45 a.m. – 9:15 a.m.
       Strength, Stretching & Balance: 9:15 a.m. – 10:00 a.m.
Location: BRC Gymnasium

Strength/Cardio Orientation

This session is geared for any person 16 years and older, no matter what fitness level. Allow our qualified instructors to orient you on our state-of-the-art strength and cardio equipment – from Life Fitness to Hammer Strength. Contact a personal trainer for an appointment at 901-385-6470. Free to BRC members.

Fitness Assessment

Find out your exact fitness level with the TriFit 620 Fitness Assessment. Our staff of Personal Trainers will take you through a personalized assessment to determine your fitness levels and to design a program to improve or maintain your lifestyle. TriFit includes a series of tests ranging from body fat analysis to aerobic capacity. Health risk appraisals and meal planning are also available. A $25 charge is assessed for non-members. Contact a personal trainer for an appointment at 901-385-6470. Free to BRC members.

Bartlett Recreation Center

Personal Training

Our staff of certified personal trainers is available daily to help you reach fitness goals, improve well-being, manage stress, provide strength and cardio workout supervision and ensure that the time you are spending exercising is both safe and effective. Appointments are available at your convenience and can be made with one of our certified trainers over the phone or in person at the fitness desk. Additional costs vary and payment plans are available. Contact one of our certified personal trainers for more information 901-385-6470.

Team Training

Are you and a friend or family member interested in becoming more physically fit? Are you having problems getting started? Enjoy the benefits of training with one of our certified personal trainers and a partner. This program can help get you started on the right track and offers you the option of working out 2, 3, or 4 times per week. Each participant will have before and after body composition analysis. This program is available to both members and non-members of the BRC. Call the fitness desk for more details or to schedule your first session today 901-385-6470.

Bridal Boot Camp

Is your wedding day fast approaching? The BRC is now recruiting all brides and their bridal party for an intense 8-week program to get in shape for the big day. The participants will meet two times per week for a combination of conditioning, toning and aerobic workouts. Each participant will receive individual fitness assessments. Minimum of 4 per class. For more information or to schedule a class, contact the BRC at 901-385-6470.
Small Group Strength Training
Do you know how to strength train properly? This program includes two 1-hour strength training sessions per week, individualized cardio programs and nutrition information. Learn the facts of proper form, theory and application through this eight week clinic (minimum of 3 and maximum of 5 people per class). Classes are grouped based on your experience level. For more information or to register for a class, contact one of our certified personal trainers.

Dates: August 10 – October 2
October 19 – December 10
Member Fees: $130/8 week session
Non-member: $170/8 week session

BRC Aerobathon
Two hours of aerobics! This is an excellent opportunity for you to try all of our classes. Come for all or just part of our workout. Enter in our drawing for several door prizes.

Date: January 9, 2021
Time: 9:00 a.m. – 11:00 a.m.

BRC Wellness Events
Wellness is more than a state of health; it’s a state of mind! The Bartlett Recreation Center will be offering seminars on several health/fitness topics. Most of these events will be free and all are open to members and non-members. These seminars will be held in the meeting room at the Bartlett Recreation Center. Dates and times TBA.

Topics Include: Nutrition for Kids
Healthy Heart
Common Sports Injuries

Adult Activities

BRC Co-Ed Adult Kickball League
This is a great way to KICK IT with other active adults and play like a kid again! There are themes each week to add another level of fun. Check out all the rules and information on our website: www.cityofbartlett.org/kickball. A pre-season Coach’s Meeting will be held on Tuesday, August 25 at 6:30 p.m. to discuss and approve the League Rules & By-Laws. The league is limited to 18 teams.

Team Sign-Ups: July 1 – August 25
Fee: $300/team
Pre-Season Coach’s Meeting: August 25 at 6:30 p.m. League Play Begins: September 1, 2020
*A late fee of $50 will be applied to teams who register after August 18.

Basketball – Full Court Pick-Up Games
Join our basketball pick-up games and take on the best! Games are 10 minutes in length and teams are formed by adding your name to the play list.

Schedule: Sundays, 2:30 p.m. – 5:00 p.m.
Tuesdays, 7:00 p.m. – 9:00 p.m.
Thursdays, 7:00 p.m. – 9:00 p.m.
*Based upon current Shelby County Health Department Directives

BRC Member’s Volleyball
Come out to enjoy exercise and play with other BRC recreation volleyball players. For members – by members.

Schedule: Mondays & Wednesdays
Time: 8:00 p.m.

Pickleball Weekly Open Play
Join other Pickleball enthusiasts for our weekly Open Play opportunities! This is a great time for all skill levels to play with one another year round!

Dates: Thursday evenings: 7:00 p.m. - 9:00 p.m.
Saturday mornings: 8:00 a.m. - 10:00 a.m.
Fee: FREE for BRC members
Regular day pass rates for non-members

*We also accept pickleball court reservations for BRC Members every Monday through Friday from 1:00 p.m. – 4:00 p.m. for 1 court of play while Bartlett City Schools are in session. Members may make one reservation at time up to 2 weeks in advance. Reservations can be made in person or by phone at the Front Desk.

Member’s Racquetball Challenge Court
First two players on the list start the racquetball matches. The winner of the match stays on the court (max of 2 games). The loser of the match adds their name to the bottom of the list if they wish to continue to play. All matches played to 11. Event is for BRC members only.

Date: Tuesdays & Thursdays
Time: 6:00 p.m. - 8:00 p.m.
Fee: FREE for BRC members
Courts: Court 1-doubles
Court 2-singles
Time: 8:30 a.m.
Aquatic Programs

On-Going Aquatic Programs

Lap Swim: This is fitness swimming for individuals to do their own workouts. Two lanes are available at all times.

Open Swim: Recreational swim for all ages. An adult must accompany non-swimmers (to be considered a swimmer you must be able to swim one length of the pool non-stop) in the water unless they have passed a swim test given by the lifeguard on duty. Space is available for open swim during operating hours, unless otherwise specified. The pool closes ½ hour earlier than the Center. All programs below are subject to change.

Fitness Swim Club

Get credit for all those laps you are doing in the pool! A log is kept in the Aquatics Office so members may record their mileage. There is no time frame for completing your goals. Prizes are awarded for reaching 25 miles, 100 miles, 250 miles and 500 miles. There is a one-time registration fee of $10.

Private Swim Lessons

Have you always wanted to learn to swim or improve your skills? Now you can! Classes are taught by appointment only. This is for children starting at age 4 up to adults.

Home School Swim Time

Join us to enjoy open swim time with other BRC home school families. This time gives home school members the opportunity to meet other home school families here at the BRC.

Fees: $5/person/day for non-members FREE for BRC members

American Red Cross Group Swim Lessons

American Red Cross Swimming Lessons are taught by certified instructors. Learn new skills or improve on endurance and proficiency year round. Six lessons per session.

Classes and Times:

<table>
<thead>
<tr>
<th>Class</th>
<th>Ages</th>
<th>Time</th>
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<tr>
<td>Parent &amp; Child Level 1*</td>
<td>6 - 23 mos.</td>
<td>11:30 a.m. – 12:00 p.m.</td>
</tr>
<tr>
<td>Parent &amp; Child Level 2</td>
<td>2 - 3 yrs</td>
<td>12:15 p.m. – 12:30 p.m.</td>
</tr>
<tr>
<td>Pre-school &amp; Levels 1 - 3</td>
<td>4 yrs &amp; up</td>
<td>10:30 a.m. – 11:15 a.m.</td>
</tr>
<tr>
<td>Pre-school &amp; Levels 1-3</td>
<td>4 yrs &amp; up</td>
<td>11:30 a.m. – 12:15 p.m.</td>
</tr>
</tbody>
</table>

Fees: $80 for members $110 for non-members

*For more information please contact Assistant Aquatics Manager Amanda Ellis at amanda.ellis@CityofBartlett.org.

*BXST 101 Must have passed Level 3. Contact Head Swim Coach Scott O’Reilly at soreilly@CityofBartlett.org.

Water Exercise Classes

These classes are free to Bartlett Recreation Center Members. There is no pre-registration, the classes are offered on a first-come first-serve basis.

Shallow Water Exercise: A fitness class for those who can tolerate some impact. Students work at a personal level of intensity to achieve cardio and aerobic benefit, as well as strengthening, toning, endurance and flexibility. This class stays in the shallow end of the pool.

Days & Times: Monday, Tuesday, Wednesday, & Friday 10:00 a.m. - 11:00 a.m.

Deep Water Exercise: A no-impact class that is well suited to those who desire cardio and aerobic benefits but who cannot tolerate impact. Water exercise belts allow non-swimmers, who are comfortable in deep water, to exercise. Belts are limited. You are encouraged to bring your own.

Days & Times: Monday, Wednesday, Friday 9:00 a.m. to 10:00 a.m.

Aqua Zumba: Aqua Zumba is like two workouts in one: a great cardio set with resistance training at the same time. While you enjoy moving to saucy international rhythms you’ll also be targeting your core and your upper body.

Days & Times: Thursdays 10:00 a.m. - 11:00 a.m.
**BXST - Bartlett Extreme Swim Team**

This program will offer youth of all abilities the opportunity to be involved in a competitive team building sport. The swim coach will assign swimmers to a group after tryouts.

To set up a try out date and time e-mail the Head Swim Coach Scott O’Reilly at: soreilly@CityofBartlett.org.

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**School Schedule:** TBA

**Monthly Fees:**

<table>
<thead>
<tr>
<th>Group</th>
<th>Member</th>
<th>Non-Member</th>
</tr>
</thead>
<tbody>
<tr>
<td>White</td>
<td>$45</td>
<td>$60</td>
</tr>
<tr>
<td>Black</td>
<td>$55</td>
<td>$70</td>
</tr>
<tr>
<td>Red</td>
<td>$65</td>
<td>$80</td>
</tr>
<tr>
<td>Senior</td>
<td>$75</td>
<td>$90</td>
</tr>
<tr>
<td>BXST 101*</td>
<td>$35</td>
<td>$50</td>
</tr>
</tbody>
</table>

* $10 discount for each additional sibling.

**Other Fees**:

- Annual USS Registration: $76
- Yearly Team Registration: $110

**These fees are non-refundable and subject to change.**
For Your Information

Employment
The City of Bartlett employs numerous part-time employees annually for various positions throughout the year. The type of work varies from instructor to gym supervisor and sports official. A qualified staff is always sought for various programs. Check for job opportunities at www.CityofBartlett.org.

Participant Insurance
Individual accident health insurance is not provided by the Bartlett Parks and Recreation Department. Participants are encouraged to obtain their own insurance coverage prior to and for the duration of the activity they take part in from their own insurance agent. By applying for these programs, the registrant realizes the inherent risks involved in the programs and appreciates the nature of risk and will hold Bartlett Parks and Recreation Department and the City of Bartlett harmless for any damages caused by participants in the program.

Errors and Adjustments
While we try to be accurate when this brochure is printed, we are not perfect. There is so much information to communicate. There may be some unavoidable errors or changes to the programs, fees, schedules and other information herein. The City of Bartlett reserves the right to make any adjustments found to be necessary and apologizes for any inconvenience which may be caused.

Cancellations or Rescheduling
All classes have a minimum number of students in order to be held. The City of Bartlett reserves the right to cancel, combine, change time or date, or make any revisions that may be necessary.

The City of Bartlett is committed to the policy that all persons shall have access to its programs, facilities and employment without regard to race, creed, color, sex, national origin, or handicap. The City of Bartlett does not discriminate against anyone for any reason.