

	PROCEDURE
SPECIAL ARRANGEMENT REQUEST (SAR) PROGRAMS Doe Mountain Recreation Area (DMRA)	Effective Date: 07-01-2020
Approved By: <hr/> DMRA Board Chairman	First Issue Date: 07-01-2020 Review/Revised:
SUBJECT: Complimentary or reduced rate services and events to organizations, large groups, or individuals using Doe Mountain Recreation Area property and trails system.	

Attachment: Special Arrangement Request (SAR) Form

I. RESPONSIBLE OFFICE

The Doe Mountain Recreation Authority Board (DMRA Board) is responsible for overseeing this Special Arrangement Request Policy.

II. PURPOSE

The purpose of this written policy is to authorize the Doe Mountain Recreation Area Executive Director (DMRA ED) to extend certain discounts or provide complimentary access and/or services to organizations, large groups, or individuals using park facilities.

III. DISCLAIMER

The guidelines under this procedure are a basis for internal administrative review and guidance only. They are not intended to, do not, and may not be relied upon to create any substantive or procedural rights.

IV. SCOPE

Doe Mountain Recreation Area, Johnson County, Tennessee.

V. AUTHORITY

Tennessee Code Annotated § 11-25-103

VI. USER PASS DISCOUNTS

The DMRA ED is hereby authorized to offer the following discounts to organizations, large groups, and/or individuals seeking to use the Doe Mountain Recreation Area facilities and trails system:

- A. The DMRA ED is authorized to negotiate a discount of up to 10% on user pass sales for Special Arrangement Requests (SAR) that are complementary to the DMRA's mission. The SAR Form is not required when the discount is equal to or less than 10%.
- B. Discounts that exceed 10% require a SAR Form that is to be completed by the organization, large group representative, or individual requesting the discount. This form must be properly signed by the approving authority and kept on file at the park for audit purposes.

VII. COMPLIMENTARY AND EXCHANGE

- A. By providing complimentary access, accommodations, or services, the DMRA can obtain the services of performers, scholars, and individuals of diverse backgrounds that would otherwise be unaffordable. These services may be offered to the DMRA free of charge or at a greatly reduced cost in exchange for complimentary access, accommodations, or services. The DMRA ED may only offer complimentary or discounted access, accommodations, or services for charities, conferences, or events that have a mission that is consistent with the DMRA's mission.
- B. The following procedures will be followed when requesting complimentary access, accommodations, or services at Doe Mountain Recreation Area:

In order to qualify for complimentary access, accommodations, or services, the SAR must meet one or more of the following criteria:

1. The individual(s) being offered discounted or free access, goods, or services are vital to the implementation of a special program or event;
2. The request supports program efforts that generate revenue and thereby reduces the cost of the program;
3. The request supports programs that promote park visitation during non-peak periods and/or the use of idle facilities and/or infrastructure;
4. The request does not inhibit the use of facilities by the general public;
5. A SAR form will be completed outlining the special arrangements being requested and giving justification as to why this will benefit the DMRA and submitted to the DMRA ED.
6. All submitted SAR forms must be kept on file at the park for audit purposes.

VIII. IRS 501 (c)(3) CHARITABLE AND NONPROFIT ORGANIZATIONS:

1. The DMRA ED will field all requests from legitimate, chartered, charitable organizations and may agree to joint sponsorship of events that do not have a negative effect on the DMRA's revenue-producing capabilities or ability to

serve the normal public demands of the park, will have a positive public effect for the park and community, and fits the DMRA's mission.

2. If the representative of the charitable organization demands such participation or brings undue pressure on the DMRA ED through local leadership, then the DMRA ED may refer the request to the DMRA Board through the SAR form process; a detailed description or justification must be outlined on the SAR.

The DMRA ED will be given a reasonable SAR budget each Fiscal Year and will have blanket approval for approving individual requests up to \$500.00. Request over \$500.00 will be forwarded to the DMRA Board according to the SAR form and instructions.

All submitted SAR forms must be kept on file at the park for audit purposes.

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