



KNOX COUNTY TENNESSEE

PARKS & RECREATION

Knox County Community Building

Program/Event Proposal Form

In order for any person to be considered to use a community building to facilitate a program or activity, whether publicly or privately, the completion of this form in its entirety is required and should be submitted to Whitney Fitzsimons at whitney.fitzsimons@knoxcounty.org. Once submitted, the proposer will be contacted by someone from Knox County Parks and Recreation Department to discuss the information that has been provided and to provide information of the process thereafter.

Date Submitted: _____ Business Name: _____

Primary Contact Name: _____ Phone Number: _____ - _____ - _____

Mailing Address: _____ City: _____

State: _____ Zip: _____ Website: _____

Email Address: _____

PROPOSAL INFORMATION

Name of Program/Activity or Specialty Proposed: _____

Estimated Begin Date of Program: _____ Estimated end date of Program: _____

Total Duration of Program: 4 weeks 8 weeks 12 weeks Other _____

Anticipated Maximum Attendance per class/activity: _____

Activity/Program On-site Instructor Name(s) and contact information if different from above:

Program/Activity Description: Please provide a brief description of what type of activity you are requesting along with the days of the week, times, goals, etc.



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Please specify which County Community Building (s) you are requesting.

1. 2.

**For Knox County Community Buildings, please visit.*

Is there a specific area in the Community Building (s) where you want to host your activity/program?

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Will the program be open to the public? Yes No, program is not open to the general public.

Program Reservation Options:

- Rent Facility
- Contract Agreement and offer program outside facility hours
- Contract Agreement and offer program during normal facility hours

Is there a fee to participate in the program? Yes No, program will be FREE

If you answered yes to a fee, please describe the program fee in detail.

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If you are an instructor/trainer, you must attach/send proof of the following before permission is given to proceed with the program requested.

- Liability Insurance (\$1 Million per occurrence/\$2 million aggregate minimum)
- Current Certifications (NCCA accredited as an example)
- Current CPR Certification as applicable
- Liability Waiver that will be used



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HOLD HARMLESS CLAUSE

The organization shall indemnify, defend, release, save, and hold harmless Knox County, Tennessee, its officers, agents, and employees from any and all suits, claims, actions, liability, or damages of any nature whatsoever brought because of, arising out of, or due to the use or occupancy of the park facility by the organization, a member of the organization, any person in attendance, or any third party based upon negligence, premises liability, violations of local, state, or federal law, or under any other theory whatsoever.

The organization hereby agrees that it will be responsible for the proper use of the park facility or section of the park facility indicated above and that if there are any damages to the park facility occurring from this use, the organization will be responsible for reimbursing Knox County, Tennessee for any costs resulting from those damages. The organization also agrees to pay the Parks and Recreation Department's rental fee. As the authorized representative of the organization, I state that I have hereby read the rules and regulations of Knox County Parks and Recreation regarding the use of the park facility or section of the park facility indicated above and confirm that the organization will follow those rules and regulations. PLEASE SEND CHECK TO: KNOX COUNTY PARKS AND RECREATION, 2447 SUTHERLAND AVENUE, KNOXVILLE, TN 37919.

The organization agrees that it will forfeit all fees and deposits if it is determined that false information was provided. on the application. The organization also agrees that it is financially responsible for any costs incurred by Knox County in its enforcement of the provisions related to this application for reservation if those costs exceed the fees and deposits already collected by the County.

Signature: _____ Date: _____

To register for programs or sports leagues and request reservations for parks and recreation facilities, please visit <https://www.knoxcounty.org/parks/index.php> or contact 865-215-6600 for assistance.

Proposal Final Disposition Approved Disapproved

Knox County Parks & Recreation Program Manager

Signature: _____ Date: _____

*Rental Fee: _____ Paid Check Credit Card

*Rental Fees are paid per community building per fiscal year. A program approval must be submitted and approved for each fiscal year of participation in the program.