



FACILITY RESERVATION POLICY

Knox County Parks and Recreation has designated the dates of October 3 – October 31, 2016 as the official reservation period for facility rentals for the calendar year of 2017. In order to be considered for dates on the 2017 calendar, a “Facility Request Form” must be submitted by 4:30 p.m. on October 31, 2016 to Knox County Parks and Recreation **ATTENTION Jennifer Gentry**. Any request(s) received after the deadline will not be considered for reservation. The Sports Operations Department will review all submitted requests and inform each individual or group if they have been awarded a date or dates in early December. After a “Facility Request Form” has been submitted and an event approved by the Sports Operations Department, **a deposit check in the amount of \$250 for all events must be provided by 4:30 p.m. on or before January 31, 2017**. This deposit will be applied toward the final total cost due to Knox County Parks and Recreation for use of the complex. All deposits are non-refundable, except in the case of a cancellation due to weather where the entire tournament is cancelled **by our department**. Make check(s) payable to: “KNOX COUNTY PARKS AND RECREATION.” Our department also is able to take your deposit with a credit card or check card. Please be advised there is a convenience fee of 3.25% added to credit and or check cards. If deposit fees are not received within the designated time the event will not be reserved. If no requests are received for a date then the date will become a “first come, first serve” date.

Please submit Facility Request Forms to:

Jennifer Gentry
Sports Operations Manager
E-Mail: jennifer.gentry@knoxcounty.org
Phone : 865-215-6609
Fax : 865-215-6603