



## New Harvest Park Community Building Rental Policy

Knox County welcomes you and thanks you for your consideration in renting our New Harvest Community Building. We hope you and your family or group will enjoy and have a memorable event. If you encounter a facility problem you may call:

1. Knox County Recreation Department at 865.215.6600 (Mon - Fri. 8 am – 5 pm) if we cannot be reached.
  2. Knox County Sheriff’s Department at 865.215.2444 or 911 for after hours for emergencies only!
  3. The contact listed on your inspection form found in the kitchen area.
- (Overflowing toilets or water problems require immediate notification to the appropriate contact listed above.)

Please be sure to remove all personal items brought into the Community Building. **Knox County is not responsible for lost or stolen articles.**

### Rental Rates

|                    | Half Day                                       | Whole Day          |
|--------------------|--|--------------------|
| Non-Profit         | \$75*  | \$150*             |
| Private            | \$75   | \$150              |
| Commercial         | \$150  | \$300              |
| Hours of Operation | 9:00 am to 2:00 pm<br>or<br>4:00 pm to 9:00 pm | 9:00 am to 9:00 pm |

Rental fees must be paid within 7 days after making your reservation. Reservations may be paid by cash, check, and money order either by phone, mail or in person at the Parks and Recreation Administration Office.

\* Non-profits may reserve one day per month at no charge Monday through Wednesday for official monthly meetings only. No admission may be charged and no items may be for sale to the general public. Proof of non-profit status is required. If there are no non-profit reservations within three months of the desired date, the facility is available for private/commercial rentals.

### Reservations

The Community Building may be reserved one year in advance. Reservations may be made by calling 865.215.6600 or visiting the Parks and Recreation Office located at 2447 Sutherland Avenue. Refunds will be given as long as the reservation is cancelled 7 days prior to your reservation date.

**\*When you reserve the Community Building you are reserving the building ONLY. The use of other amenities in the park, (playground, splash pad , restrooms etc.) are for public use and are NOT reservable.**

### Key, Policy & Damage Deposit

- Key, policy & damage deposit is \$100 per rental.
- Deposits can be paid with check or money order. Key may be picked up one week prior to your rental. **Lost key will result in a \$25 charge.** Key may be left in the key box located in the kitchen or returned to the Parks and Recreation office. Deposit can be picked up at the Parks and Recreation office, Monday through Friday before 4:00 pm, or may be mailed to you.
- Knox County staff will inspect the building after your use for return of deposit or damage charges.
- **Failure to perform general cleaning, secure building, or restore room set-up, any/all violation of policy will result in forfeiture of your deposit.**

### Additional Fees

If damages or cleaning exceeds \$100, renter will be required to return the rented facility to pre use conditions. Fees to be charged will be for actual direct costs of labor, materials, supplies and equipment.



## Knox County Parks & Recreation

2447 Sutherland Avenue  
Knoxville, TN 37919  
865.215.6600

### Pre Inspection

You will find a pre-inspection form in the kitchen. When you arrive review and mark the form and call the administration office immediately if you find any discrepancies. A contact number of a Parks staff member is listed on the form should you have any emergencies after hours.



### Room Set-Up

The room will be set-up in Banquet Style, see example, 16 - 8ft tables with 96 chairs, & extra 14 freestanding chairs & 4 - 8ft tables in the room. Maximum seating capacity is 110. Tables and chairs will be listed on the inspection form. **DO NOT REMOVE** the tables and chairs from the building. **If original set-up is changed, it must be restored before you leave or forfeit deposit.**

### Clean-up and Lock-up

**You are required to do general clean up**, bag all trash and place it in the dumpster for collection. Sweep all floors and remove all items from refrigerator & microwave. Trash containers, bags and brooms are provided for your convenience in the kitchen area. **Failure to perform general clean up will result in forfeiture of the deposit.** All doors must be locked when you leave the facility. You are responsible for damage to the building due to unlocked doors. If doors are found unlocked this will forfeit the deposit.

### Alcoholic Beverages and Smoking

**NO** alcoholic beverages will be permitted within or on/around the premises of the New Harvest Community Building. **NO** smoking permitted inside the New Harvest Community Building, smoking permitted only in the designated area located behind the building on the small patio.

### Important Rental Information

- Representatives of all groups and entities, and any person or entity reserving the Community Building agrees to indemnify Knox County for all personal injuries and property damages incurred from the use and occupation of the facility.
- Any user may reserve the Community Building three times each calendar year. Each reservation shall not exceed three consecutive calendar days.\*
- Official use of the Community Building will take precedence over any and all reservations that may be in effect. Such pre-emption shall be without liability to Knox County for any and all damages that may result from the prior reservation.

### Facility Information

**Size:** The building is 40 feet long x 50 feet (2000 sq ft) with a main entrance at the front, small patio area in the back.

**Kitchen:** The kitchen is equipped with sink, microwave, and a large refrigerator.

**Gas Grills:** Can be used on the concrete outside of the kitchen area only.

**Facility Guidelines:** Staples, tacks, tape, etc. may not be used to hang decorations on the walls, windows, ceilings or lights.

**NO** birdseed or rice may be thrown; bubbles can be used outside of the building. Drip less candles **ONLY** inside the building.

DJs are permitted inside the building; live bands/music requires special permission from the Parks office. **NO** livestock or animals inside the building. **NO** inflatables in/on or around the premises of New Harvest Park.

**Heating/Cooling:** The Community Building is centrally heated and cooled and is preset by the Parks and Recreation Department.

**Restrooms:** Are located on the exterior of the building with separate restroom facilities available for men and women.

**Splash Pad:** The splash pad is scheduled for opening May 1<sup>st</sup> and closing October 15<sup>th</sup> of each year. Operating hours are 10:00 am to 8:00 pm. Dates and hours are subject to change due to weather or maintenance.

**Pavilion/Amphitheater:** The pavilion/amphitheater is rented separately from the community building. The same group may use both facilities. The pavilion/amphitheater may be reserved on-line or by calling the administration office.

We reserve the right to refuse. All rates are subject to change.

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