

# **Recreation Center & Building Terms & Conditions**

## **FEES:**

- Rental Fee is \$35 per hour. Rentals must be a minimum of 3 hours and maximum of 6 hours (unless approved and typically requires insurance). Payment is due before the event. The invoice due date will be emailed along with request approval. Failure to pay by the due date may result in cancellation of the reservation.
- I understand that if I cancel the event after Thursday at noon (for a weekend event) and/or within 48 hours of the event, there will be a \$50 service charge. If canceled day of or no show, there is no refund.
- A \$100 refundable Security/Damage Deposit is required in addition to the rental fee. KPRD has the discretion to retain part or all of the Security/Damage Deposit. The Security/Damage Deposit may not be returned, in part or in full, for reasons such as, but not limited to: Group not leaving by event end time, Group not cleaning up & taking out the trash, and/or damage or theft of items in the facility. The Security/Damage Deposit will be returned the week following the event, minus any withholdings.

## **RENTAL TYPE:**

- Most rentals are for birthday parties, baby showers, wedding showers, family reunions, company outings, etc. Please contact KPRD if your event may be considered a “special event”.
- “Special Events” require the person or group renting the facility to provide a Certificate of Insurance covering the City of Knoxville. Please contact KPRD at (865) 215-1733 for more information. Failure to inform KPRD and provide insurance coverage for the event if any of the following are true will result in immediate cancellation of the event and no refund will be given:
  - o The event is raising funds or charging fees for entry (at the door or to participate)
  - o Athletic events, tournaments, practices, games, etc.
- Inflatables are only permitted outdoors. For approval to have an inflatable, group must request permission, submit insurance and sign disclosure form.

## **ARRIVAL & SET-UP**

- The person hosting your rental will arrive about 15 minutes before the scheduled start time. This person shall remain on-site during the time you are in the building. For issues with rental or last minute cancellations, please contact Aaron Browning at 865-679-3095 (text/call) or [abrowning@knoxvilletn.gov](mailto:abrowning@knoxvilletn.gov)
- Set-up is considered part of the rental time. Reservations are for specific hours; any request to enter earlier will require an extra fee.

## **SUPPLIES/EQUIPMENT USED FOR RENTAL**

- The person/group renting the facility should bring all supplies and materials needed for the event, such as:
  - o Kitchen needs (pots, pans, stirring spoons, etc.)
  - o Eating utensils (forks, spoons, plates, etc.), and
  - o Recreation equipment (basketballs, footballs, etc).

- A stove and/or oven may only be used for warming, not for cooking.
- Please bring trash bags and your own cleaning supplies to assist in clean up.

### **PROHIBITED ITEMS / ACTIVITIES**

- No alcoholic beverages or drugs allowed in the building, park, or surrounding area.
- No animals allowed in the building (except service animals).
- No weapons are permitted in the building.
- Inflatables (also known as bounce houses) are not allowed indoors. For approval to have outdoors, renter must provide insurance and completes the Disclosure Form. Contact KPRD staff for more details.
- Any activities that may damage the facility, especially the floors, walls, equipment, are not allowed. The person/group renting the facility are financially responsible for damages.

### **EXITING THE BUILDING**

- Set-up and clean up are considered part of the rental time. Reservations are for specific hours; any request to depart later will require payment before the rental as the person working may not be able to stay past the original ending time.
- Please leave the building as clean, or cleaner, than you found it. Place all trash in trash receptacles or take to the nearest off-site place available. Recycling is encouraged.