

**Inskip Pool**  
**Pool Reservation Policies**

The following information is designed to help you through the process of securing an authorization for your event. It is our desire to make this a simple process. Please do not hesitate to ask our staff for assistance! We are here to help and want your event to be an enjoyable experience!

1. Pool reservation requests are made on-line only and on a first come, first serve basis. NO EXCEPTIONS.
2. Steps to reserve a swimming pool for a private reservation are as follows:
  - a. STEP 1: Complete an APPLICATION REQUEST FORM online at <http://registration.knoxvilletn.gov>
  - b. STEP 2: Staff will review and approve/deny the request. **If reservation is approved see steps 3 and 4.**
  - c. STEP 3: Payment link will be returned to applicant, upon which applicant will have a deadline set to pay the deposit:
    - i. Any information found to be false or misrepresented, will result in reservation to be deemed null and void. any activity associated with this reservation will be immediately ceased and any fees paid will be forfeited
    - ii. If the event has not yet taken place, the reservation will be cancelled and any fees paid will be forfeited.
3. \$50 per hour rental deposit will be due and may be refundable pending cancellation due to weather. The full amount will be due before the event. The rate is determined by the number of people at the event. Please "Pool Rental Rates" file for more details.
  - a. Due to high demand, cancelled reservations are subject to a processing fee.
4. Weather
  - a. Reservations may be cancelled due to adverse weather conditions (i.e. heavy/steady rain, cool temperature or lightning/thunder)
    - i. If rain forecast is 50% or less, decision will be made 4 hours prior to scheduled start time.
    - ii. Every attempt will be made to reschedule your event on an open date, if cancelled due to weather. If no date is available to reschedule, rental will be deemed cancelled.
  - b. Reservation fee will not be refunded due to poor or undesirable weather conditions. No exceptions.
5. Because of the added safety risk when using pool facilities, the designated responsible person(s) named on the application MUST be present at swimming pool reservations, and agrees to:
  - a. Assume all liability for supervision of activities and the safety of participants for the duration of the rental agreement.
  - b. Abide by all rules and regulations which are in effect regarding the use of this facility.
  - c. Pay for damages inflicted upon the facility or equipment as a result of use of the facility.
6. Pool reservation staffing and cost is based on the attendance numbers of your group. If your group shows up with more participants than specified on your application, we will not accommodate you.

There is a very specific ratio that must be adhered to for safety reasons, failure to meet this requirement will result in your agreement being revoked with no refund.

7. Lifeguard services will be provided. However, checking of clothing and valuables and the control/behavior of non-swimmers will be the responsibility of the reserving group.
8. Please review the Swimming Pool Rules upon entering pool facility. If your party consistently breaks them, your reservation may be immediately cancelled and your payment will be forfeited. Swimming pool rules and regulations will be enforced.
9. ALL flotation devices must be approved by aquatics manager on duty at the time of your reservation.
10. Pool reservations begin on time and end on time. Preparation and set up can begin 15 minutes prior to your scheduled reservation time.
11. The date of the event can be changed only once prior to the event date. No changes can be made less than 7 days prior to rental.
12. No refunds will be issued for guest no-shows.
13. No vendors are allowed at private rentals. No admission charges can be collected or revenue generated. Violation of this rule will result in immediate cancellation of reservation and any fees paid will be forfeited.
14. All renters must abide by all laws established by the City of Knoxville. The Department of Parks and Recreation in conjunction with the local authorities reserves the right to terminate any event if the activities are deemed unlawful or harmful. Reservation guidelines broken may result in the immediate cancellation and/or forfeiture of any fees paid.
15. Each group is responsible for the setup and tearing down of their reserved space. At the conclusion of the activity, area will be clean and free of trash and spills, decorations removed and all garbage placed in receptacles. An aquatics staff person will complete an end of event check-list to insure facility has been properly restored. PLEASE NOTE:
  - a. Decorating tables etc. with confetti is not allowed
  - b. All swimmers will be asked to exit swimming pool (15) minutes prior to the end of your reservation and ready to exit facility at scheduled time.
16. You are welcome to carry in grills and coolers, however, NO glass containers are permitted in the facility. All grilling must end and charcoal grills must be emptied with coals extinguished (45) minutes prior to the end of your reservation time.
  - a. Caterers may be used and/or food may be delivered. See staff for parking loading instructions.
17. Be advised that there is no alcohol allowed in Knoxville Parks and Recreation Facilities, and evidence of such activity will cause immediate cancellation of reservation and any fees paid will be forfeited.
18. Aquatic management has the authority to stop or modify your event if deemed necessary or if the information on the application has been found to be false, or other unsafe conditions cause potential harm to guests or aquatics staff. In these cases, any fees paid will not be refunded.
19. In cases of emergency or reasons beyond The Department of Parks and Recreation control, the Department reserves the right to cancel or change the scheduled event prior to scheduled use without

liability. Refunds will be made if cancellation by the Department is necessary.

20. Please report any discrepancies, complaints, and concerns within 48 hours of your event. These instances may be reported via telephone at 865.687.9919 or by email to [rlove@knoxvilletn.gov](mailto:rlove@knoxvilletn.gov)

**PROHIBITED:**

DJ's, Loud Music, Alcohol, animals (service animal allowed), Glass, Music Systems, Bands, Charging Admission Fee, Gambling / Raffles, Selling of Any Product or Service.