

# Outdoor/Indoor Program Provider Proposal



In order for any person to be considered to use a recreation center or park facility 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 Angie Davidson at [adavidson@knoxvilletn.gov](mailto:adavidson@knoxvilletn.gov). Once submitted, the proposer will be contacted by someone from the City of Knoxville's Parks and Recreation Department to discuss the information that has been provided and to provide information of the process thereafter.

**Date Submitted**

**Business Name**

**Website**

**Primary Contact Name**

**E-mail Address**

**Phone Number**

**Mailing Address**

**Name of Program/  
Activity or Specialty  
Proposed**

**Estimated Begin Date of  
Program**

**Estimated Total Duration of Program (4 weeks, 8 weeks, 12 weeks, other)**

**Activity On-site Instructor Name(s):**

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

**Where are you requesting to operate your program or activity?**

City Park(s) or Greenway Corridor

City Recreation Center(s)

Both

**Anticipated  
Maximum  
Attendance:**

**Anticipated  
Persons per  
Activity Day:**

**Please specify which City Park(s) or Greenway Corridor(s) you are requesting.**

**Is there a specific area or venue within a City Park(s) where you want to host your activity?**

**Please specify which Recreation Center(s) you are requesting.**

**Is there a specific area within the Recreation Center(s) where you want to host your activity?**

**Will the program be open to the public?**

Yes  
No

**Is there a fee to participate in the program?**

Yes  
No  
The program will be FREE

**Program Reservation options (for indoor facilities):**

Lease Facility  
Contract agreement and operate outside of facility hours  
Contract agreement and operate during normal facility hours

**If you answered yes to a fee, please describe the program fee in detail. (If you are charging a fee and are wanting to operate this program in a recreation facility, you will receive additional information regarding rental fee options for the spaces requested.)**

**If you are an instructor/trainer, you must attach/send proof of the following before giving permission to proceed with getting a "Programs in the Parks" permit or being considered to offer a program in a City Recreation Facility:**

- 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

**Activity Applicant or Representative Signature**

**Date**

*To register for programs or sports leagues and request reservations for parks and recreation facilities, please visit [registration.knoxvilletn.gov](http://registration.knoxvilletn.gov) or contact 865-215-4311 for assistance.*

*Last revised on 9/23/16*