



## PROGRAMS IN THE PARKS

### Program/Event Proposal Form

In order for any person to be considered to use a 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: \_\_\_\_\_

Primary Contact Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Website: \_\_\_\_\_

Email Address: \_\_\_\_\_

### PROPOSAL INFORMATION

Name of Program/Activity or Specialty Proposed: \_\_\_\_\_

Estimated Begin Date of Program: \_\_\_\_\_ Estimated end date of Program: \_\_\_\_\_

Total Duration of Program:  4 weeks  8 weeks  12 weeks  Other \_\_\_\_\_

Anticipated Maximum Attendance per class/activity: \_\_\_\_\_

Activity/Program On-site Instructor Name(s) and contact information if different from above:

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



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

*\*For a list of Knox County Parks, please visit [www.knoxcounty.gov/recreation](http://www.knoxcounty.gov/recreation). For Worlds Fair Park, please contact PBA at 865-215-8160.*

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

Will the program be open to the public?  Yes  No, program is not open to general public.

Is there a fee to participate in the program?  Yes  No, program will be FREE

If you answered yes to a fee, please describe the program fee in detail.

If you are an instructor/trainer, you must attach/send proof of the following before permission is given to proceed with obtaining a "Programs in the Parks" permit.

- Liability Insurance (\$1 Million per occurrence/\$2 million aggregate minimum)
- Current Certifications (NCCA accredited as an example) as applicable
- Current CPR Certification as applicable
- Liability Waiver that will be used

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.*