



Outdoor Program Provider Policy

The City of Knoxville has experienced a growing demand for the use of parks & greenways by a variety of commercial and non-profit entities, including health/fitness providers, dog trainers, yoga instructors, and other outdoor professional service providers. In order to effectively manage the commercial and non-profit use of parks, greenways and corridors, Knoxville Parks & Recreation Department has established the following policy. This policy applies to events, sessions, etc. that involve any exchange of money. The permitting goal is to promote successful partnerships between the City of Knoxville and local providers while ensuring the safety of patrons.

Required Process for all Outdoor Program Providers: Any provider that has been identified as to not following the described process below will be requested to cease the program until all required documentation is secured and approved.

Step 1: Obtain Approval to Proceed with Outdoor Program

- Complete and submit the Outdoor Program Provider Proposal Form to Angie Davidson at adavidson@knoxvilletn.gov. Proposal form can be located on the Programs in Parks section on the City website under Parks and Recreation.
- The City must approve the program description, location request, program times, participant fees, etc. before proceeding to step #2.

Step 2: Obtain an Outdoor Program Provider Permit

- Submit annual application and non-refundable permit fee (\$100).
 - Permits valid per fiscal year (July 1 – June 30)
 - Link to submit information and pay permit fee: registration.knoxvilletn.gov
- Successfully pass national background screening each year (paid by applicant) (estimated \$12).
 - Link provided by KPRD once approved as provider
- Submit insurance coverage listing City of Knoxville as additionally insured.
 - Insurance shall be in the amount of \$1,000,000 per occurrence / \$2,000,000 aggregate unless the nature of the service being provided is deemed as higher risk by the City and would require \$2,000,000 per occurrence / \$3,000,000 aggregate coverage.
 - The City of Knoxville offers a TULIP Program, which provides for a general liability policy that can be accessed by those using City properties for various events. For more information, visit: <https://www.onebeaconentertainment.com/OneBeaconEntertainment/pages/tulip/tulipapp.page>
- Submit current Certifications (Example: NCAA accredited for fitness instructors/trainer, CPR, First Aid, etc.)
- Submit a copy of liability waiver to be used for program.



- Submit approved and signed monthly proposal/plan with days, times, locations, and prices for upcoming calendar year so that the schedule can be posted on the City website.
 - City staff will inform provider of potential conflicts based on other events scheduled at time of submission. Any future conflicts will be posted on the City google calendar and will be the responsibility of the provider to make themselves aware of such events independently.

Approved provider shall:

- Receive documentation stating they are approved as an Outdoor Program Provider with the City of Knoxville. From that point forward, providers shall need to have the permit available onsite during any program operation.
- Agree to have all participants sign and complete liability waiver prior to starting activity.
- Provide information for the KPRD “Programs in the Parks” webpage. Information posted may include name, company, phone, email, website, prices and/or approved day/time/locations.
- Display a “Programs in the Parks” sign with City logo.
- Understand and adhere to Park rules and not interfere with normal flow of Parks business.
- Update the Recreation Program Coordinator on any programmatic updates or changes in a timely fashion.
- Submit proposal forms for any additional programs that become planned that may be in addition to the original request.
- Check the google event calendar monthly on the Parks and Recreation webpage to be made aware of any conflicts that could interfere with scheduled program. The provider shall also understand that any City sponsored events that may be scheduled simultaneously to the outdoor program scheduled, the City event takes precedence and the program may need to be moved or adapted to another location.

City shall provide:

- Webpage with listed programs in parks and scheduled events.
- “Programs in the Parks” sign with City logo.
- Programs in Parks rules and policy.