

Recreation Center & Building Terms & Conditions

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 Over 100 people are expected to attend
 - o The event is raising funds or charging fees for entry (at the door or to participate)

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
- 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).
- 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.
- 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 is 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.