

**Indoor
Week Day
& Weekend**

**Kingston Parks and Recreation
Facility Use Application**

201 Patton Ferry Road
Kingston, TN 37763

phone (865) 376-9476
fax (865) 717-0006

Weekdays min. 2 hrs Weekends min 3 hrs

Community Center Hours

Monday, Tuesday, Thursday
9 a.m. to 9 p.m.
Wednesday, Friday
9a.m. to 4 p.m.

DATE OF USE _____ ROOM _____ TIME _____ TOTAL HOURS _____

GROUP/PERSONAL (circle one) _____

NAME/CONTACT _____ PHONE _____

ADDRESS _____

COMMUNITY CENTER RENTAL RATES

<u>Weekly Rate Mon-Thurs (min. 2 hrs)</u>	<u>Weekend Rate Fri-Sun (min. 3 hrs)</u>
<input type="checkbox"/> Meetings -Banquet Room or Studio \$12/hr	\$22/hr
<input type="checkbox"/> Meetings – A-B-C-D or Parish Room \$10/hr	\$20/hr
<input type="checkbox"/> Parties/Socials/Showers- All Rooms \$15/hr	\$25/hr
<input type="checkbox"/> Wedding Receptions N/A	\$35/hr

Payment for rentals during the WEEK is required at time of booking. Payment (or deposit of \$25) for WEEKEND rentals is required within one week of booking. These are refundable if reservation is canceled with Community Center at least two weeks in advance of the event. The balance of the fee is due one week prior to reservation and is not refundable after that time. ***If balance of fee is not paid in full a week in advance of the reservation, the event is subject to cancellation with no refund of any previous payment or deposit.***

_____ I understand the above payment policy.
(Signature & Date)

**TABLES MUST BE COVERED FOR SOCIAL EVENTS.
PLEASE RETURN ROOMS AS YOU FOUND THEM**

Trash and/or garbage is to be removed by the renter to the outside dumpster.
Check with staff for instructions. Please remove tape from ceiling and walls if used for decorations.

Fees are waived for non-profit meetings during the week. (May be asked for proof of status.). If non-profits host a social event (involving food) during the week, fees will be charged at half-price. Weekend rentals for non-profit organizations will be charged the regular weekend rate.

Community Center Hourly Rate: _____
Number of Hours Renting: _____
Total: _____
Deposit or Payment _____
TOTAL AMOUNT: _____
FINAL PAYMENT (if applicable) _____

FOR OFFICE USE ONLY	
DEPOSIT PAID ON _____ CASH or CHECK # _____	
RECEIPT # _____ AMOUNT _____ INITIALS _____	
BALANCE PAID ON _____ CASH or CHECK# _____	
RECEIPT # _____ AMOUNT _____ INITIALS _____	

City of Kingston Parks and Recreation Facility Use Rules and Regulations

- ◆ A Facility Use Application must be completed by every person and or group requesting use of City of Kingston facilities and must be approved by the Community Center Coordinator or Parks and Recreation Director.
- ◆ **All facilities are tobacco free, this includes cigarettes, chewing tobacco, dip, cigars, etc.**
- ◆ Use of intoxicants of any kind is prohibited in buildings or on City grounds.
- ◆ Responsibility for the orderly and proper use of the facilities and for any damage that may occur, whether accidental or as a result of negligence rests with the using party.
- ◆ No additions, alterations or changes of any kind are to be made to the facilities.
- ◆ Damages for unauthorized changes will result in restitution to the City of Kingston from the individual and or group involved.
- ◆ Parents or guardians over 21 years of age must sign application for minors or youth groups requesting use of the facility, must be present during the scheduled event and will be held as the responsible party in the event of damages. **NO TEENAGE PARTIES** in the Community Center.
- ◆ Due to limited facilities, two or more groups may share the kitchen. This will be determined at time of reservation.
- ◆ The applicant must handle special services (i.e. arrangement of tables and chairs). **Tables must be covered at all times for social events.**
- ◆ All decoration including tape must be removed prior to the end of the reservation. Failure to do so may result in facility reservation privileges being revoked.
- ◆ The user is responsible for putting trash in trashcans, cleaning the kitchen, putting tables and chairs back the way they were found, cleaning floor spills, picking up trash and tying off trash bags before taking them to dumpster located outside the back doors of the Center. See staff if assistance is needed.

I hereby affirm that I have read, understand and will enforce the rules pertaining to the use of the requested facility and will not hold the City of Kingston or its employees liable in any way. I accept responsibility for the fees, for any damages that may occur during reservation, for any violation of the regulations stated on this application and understand that any violation of these rules could mean revoking my privilege for use of the facilities in the future.

Applicant's Name _____ Date _____

Parks and Recreation Director or Assistant _____ Date _____