

Kingston Parks and Recreation

**INDOOR**

**Facility Use Application**

**COMMUNITY CENTER**

201 Patton Ferry Road  
Kingston, TN 37763  
(865) 376-9476  
FAX (865) 717-0006  
kingstontn.gov

Community Center Hours:  
Mon, Tues, Thurs.  
9 a.m. to 9 p.m.  
Wednesday, Friday  
9 a.m. to 4 p.m.

DATE OF USE \_\_\_\_\_ ROOM \_\_\_\_\_ TIME \_\_\_\_\_ TOTAL HOURS \_\_\_\_\_

NAME/CONTACT/GROUP \_\_\_\_\_

PHONE \_\_\_\_\_ TYPE OF FUNCTION \_\_\_\_\_

**RATES:**

**WEEKDAY**

**Mon-Fri**

**(Minimum 2 hrs)**

**WEEKEND**

**Fri 4pm-Sun**

**(Minimum 3 hrs)**

**Meetings in A,B,C,D or Parish Rm**

\$10/hr

\$20/hr

**Banquet Room**

\$15/hr

\$25/hr

**Socials/Parties/Showers – All Rooms**

\$15/hr

\$20/hr

**Weddings/Receptions/Rehearsals**

\$50/hr

\$50/hr

**'SECOND-PARTY' RENTALS WILL NOT BE AUTHORIZED**

Payment for rentals during the **WEEK** is due at the time of booking. A deposit of \$25 is due for **WEEKEND** rentals (\$50 for weddings) within one week of booking. The balance for weekend rentals is due **ONE WEEK** prior to the reservation. **Deposits for weekend rentals are non-refundable. Other payments are refundable if notice is given at least two weeks in advance.**

\_\_\_\_\_ I understand this payment policy.  
(Signature & Date)

**TABLES MUST BE COVERED FOR SOCIAL EVENTS**

Please remove all trash to the dumpsters outside the building. **Return rooms to the order in which you found them.**  
Contact the staff person on duty if you need assistance.

Community Center Hourly Rate: \_\_\_\_\_  
Number of Hours Renting: \_\_\_\_\_  
Total: \_\_\_\_\_  
  
DEPOSIT: \_\_\_\_\_  
  
FINAL PAYMENT (if applicable) \_\_\_\_\_

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

**City of Kingston Parks and Recreation**

**INDOOR**

**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 Staff
- ◆ **All facilities are alcohol and tobacco free, this includes cigarettes, chewing tobacco, dip, cigars, vaping, etc.**
- ◆ 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. Damages for unauthorized changes will result in restitution to the City of Kingston from the individual and or group involved. Failure to comply will result in the loss of future rental privilege of city facilities. (Please remove all tape and decorations before you leave.)
- ◆ Parents or guardians over 21 years of age must sign application for minors or youth groups requesting the 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 'PRE-TEEN' or TEENAGE PARTIES are to be held at the Community Center.
- ◆ The renter handles all arrangements, i.e. set up, take-down and room arrangement. **Tables must be covered at all times for social events/**
- ◆ The user is responsible for putting trash in the 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 the dumpster located outside the back doors of the Center. See staff if assistance is needed. Weekend rentals must not exceed 9:00p.m.

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 my reservation, and for any violation of the regulations stated on this application.

Applicant's Name \_\_\_\_\_ Date \_\_\_\_\_

Parks & Recreation  
Authorized Staff \_\_\_\_\_ Date \_\_\_\_\_