

201 Patton Ferry Road  
Kingston, TN 37763  
(865) 376-9476  
Kingstontn.gov

### Kingston Parks and Recreation

**INDOOR**  
**Facility Use Application**  
**COMMUNITY CENTER**

Community Center  
Office Hours  
Monday-Friday  
9 a.m. to 6 p.m.

**FOR-PROFIT**



**FOR-PROFIT**

Anyone charging for attendance.

DATE OF USE: \_\_\_/\_\_\_/\_\_\_ ROOM: \_\_\_\_\_ TIME: \_\_\_\_\_

NAME/CONTACT/GROUP: \_\_\_\_\_ Total Hours: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Type of Function: \_\_\_\_\_

**RATES:**

**WEEKDAY**

**WEEKEND**

**MON-FRI**

**SAT-SUN**

(Minimum 2 hrs)

(Minimum 3 hrs)

Meetings in A, B, C, D, E, F

\$40/hr

\$65/hr

Meetings in Banquet Room

\$50/hr

\$75/hr

**A ONE-HOUR DEPOSIT IS DUE AT THE TIME OF RESERVATION AND IS NON-REFUNDABLE**

Full payment is due within a week of the event and is refundable within a week of reservation.

\_\_\_\_\_ I understand this payment policy.

(Signature & Date)

Community Center Hourly Rate: \$ \_\_\_\_\_

Number of Hours Renting: \_\_\_\_\_

Total: \$ \_\_\_\_\_

DEPOSIT: \$ \_\_\_\_\_

FINAL PAYMENT (if applicable) \$ \_\_\_\_\_

City of Kingston Parks & Recreation

**INDOOR**

**FOR OFFICE USE ONLY**

DEPOSIT PAID ON \_\_\_\_\_ CASH, CARD, CHECK # \_\_\_\_\_

RECEIPT # \_\_\_\_\_ AMOUNT \_\_\_\_\_ INITIALS \_\_\_\_\_

BALANCE PAID ON \_\_\_\_\_ CASH, CARD, CHECK # \_\_\_\_\_

RECEIPT # \_\_\_\_\_ AMOUNT \_\_\_\_\_ INITIALS \_\_\_\_\_

**Facility Use  
Rules and Regulations**

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

- ❖ 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. **( No taping or nailing anything to walls, ceiling or doors)**
- ❖ Parents or guardians over 21 years of age must sign application for minors or youth groups requesting the use of the facility, **and must be present during the scheduled event and will be held as the responsible party in the event of damages.**
- ❖ 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. **Dumpster is located outside the back doors of the Center.** See staff if assistance is needed. **Weekday rentals must not exceed 9:00 p.m. and Weekend rentals must not exceed 10:00 p.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 \_\_\_\_/\_\_\_\_/\_\_\_\_