

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.

NON-PROFIT



NON-PROFIT

Examples: Meetings, Baby Showers, Birthday parties, ETC.

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

\$20/hr

\$35/hr

Meetings in Banquet Room

\$30/hr

\$50/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 ____/____/____