

OUTDOOR

Kingston Parks and Recreation  
Outdoor Facility Use Form

Community Center  
Office Hours

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

Monday – Friday 9 a.m.  
to 6 p.m.

FOR-PROFIT



FOR-PROFIT

Date of Use: \_\_\_/\_\_\_/\_\_\_ Facility: \_\_\_\_\_ Time: \_\_\_\_\_

Name/Contact \_\_\_\_\_ Total Hours: \_\_\_\_\_

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

**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.

**NO REFUNDS FOR INCLEMENT WEATHER**

**Park Reservations:**

- City Park Pavilion (\$100/hr) (includes electric)
- City Park Tennis/Volleyball Court (\$50/hr)
- Gravel Pit Pavilion (\$50/hr)
- Ladd Park Pavilion (\$50/hr)
- Porter Park Pavilion (\$50/hr)
- Southwest Point Pavilion (\$50/hr)
- Southwest Point Track (\$50/hr)

**Areas below have a charge of:**

- ❖ \$10/hr without lights
- ❖ \$30/hr with lights
- ❖ \$45/game
- Southwest Point Baseball Field
- Southwest Point Softball Field
- Southwest Point Soccer Field
- Southwest Point Multipurpose Field
- Porter Field
- Byrd Field

**Note:** Electric Charge- \$10/hr (if using children's play inflatable's, etc.)

Electrical must be paid for the entire reservation time, including reservations for non-profit organizations.

Are fees being charged for this activity? \_\_\_\_\_

IF YES, THE EVENT IS SUBJECT TO THE APPROVAL OF THE PARKS DIRECTOR

Total **City Park** hrs: \_\_\_\_\_ x \$100hr \_\_\_\_\_

Total **Other Facility** hrs: \_\_\_\_\_ x \$50hr \_\_\_\_\_

Total **Electric** hrs: \_\_\_\_\_ x \$10hr \_\_\_\_\_

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

Deposit OR Payment \$: \_\_\_\_\_  
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 Department of Parks and Recreation

**OUTDOOR  
Facility Use  
Rules and Regulations**

- ❖ 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.
- ❖ No additions, alterations or unauthorized changes of any kind are to be made to the facilities. If changes are made, **restitutions will be made to the City of Kingston by the using party.**
- ❖ 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 admissions fees or collections should be conducted unless requested in advance to the Parks and Recreation Director and is subject to approval by Kingston City Council.
- ❖ The user is responsible for locking and securing field gate, light boxes, refreshment areas, bathrooms, and **picking up any garbage left by THEIR GROUP OR FUNCTION.**
- ❖ Charcoal or gas grills are to be used only in the picnic areas, not under or adjacent to the pavilions.
- ❖ Rates are subject to change without notice.

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 and Recreation Authorized Staff \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_