

Programs in the Parks Policy

Knox County Parks and Recreation has experienced an ongoing growing demand for the use of park facilities, trails, and greenways by a variety of commercial and non-profit entities, including health and fitness providers, dog trainers, yoga instructors, and other outdoor professional service providers. To effectively manage the use of parks, trails and greenways, Knox County Parks and Recreation has established the following Programs in the Park policy. This policy applies to activities, events, sessions, etc. that involve any public participation with non-departmental personnel in park facilities. The permitting goal is to promote successful partnerships between Knox County Parks and Recreation and local providers while ensuring the safety of patrons.

Required Process for all Programs in the Park Permits: Any individual or organization that has been identified as not following the described process below, will be required to cease the program until all required documentation is approved and a permit has been issued.

Step 1: Obtain Approval for Program

- Complete and submit the Programs in the Parks Proposal Form to Recreation Coordinator at parks@knoxcounty.org. Proposal form can be located on the Programs in the Parks section on the Knox County website under Parks and Recreation.
- Knox County Parks and Recreation management team must approve the program description, location request, program times, participant fees, etc. before proceeding to step #2.
 - Permittee will be informed of potential conflicts based on other events scheduled at time of submission. Any future conflicts will be the responsibility of the permittee to make themselves aware of such events independently.

Step 2: Obtain Programs in the Parks Permit

- Submit insurance coverage listing Knox County as additionally insured.
 - Insurance shall be in the amount of \$1,000,000 per occurrence / \$2,000,000 aggregate unless the nature of the service being provided is deemed as higher risk by the County and would require \$2,000,000 per occurrence / \$3,000,000 aggregate coverage.
 - Insurance shall include the Waiver of Subrogation (also referred to as Waiver of Transfer Rights of Recovery).
 - List the Knox County, 400 W. Main St, Knoxville, 37902 as additionally insured.
- Submit current Certifications (Example: accredited for fitness instructors/trainer, CPR, First Aid, etc.).
- Submit a copy of liability waiver to be signed by program participants.
- Submit a list of applicable measures for the safety of instructors and participants.
- Once all items have been received and approved, submit non-refundable permit fee.
 - Permits valid per fiscal year (July 1 – June 30)

- Link to submit information and pay permit fee:
<https://www.knoxcounty.org/parks/index.php>

Permittee shall:

- Receive documentation stating the program is approved as a Program in the Park with Knox County Parks and Recreation, and shall have the issued permit available onsite during any program operation.
- Agree to have all participants sign and complete liability waiver prior to starting activity.
- Provide detailed information for the Knox County Parks and Recreation Programs in the Parks webpage. Information may include permittee name, organization, phone, email, website, prices and/or approved day/time/locations.
- Understand and adhere to Programs in the Parks rules and not interfere with normal flow of Parks use.
- Update Knox County Parks and Recreation staff on any programmatic updates or changes (from the original program proposal) in a timely fashion by emailing it to the Recreation Coordinator at parks@knoxcounty.org for approval.
- Communicate to Knox County Parks and Recreation any conflicts that could interfere with scheduled program. The permittee shall understand any Knox County sponsored events that may be scheduled simultaneously to the program takes precedence, and the permitted program may need to be moved or adapted to another location.
- If the permittee is wanting to continue the Program in the Park in the new upcoming year, the permittee shall initiate the approval process by completing a new program proposal form at the end of the permit term.
- Comply with Tennessee safety precautions outlined in state laws and statutes.

Knox County Parks and Recreation shall provide:

- A listing of Programs in the Park permit holders on the Knox County Parks and Recreation webpage with program schedules and forms
- Official Programs in the Parks permit
- Documented Programs in Parks Policy and Programs in the Parks Rules sheets