



Programs in the Parks Quick Reference Guide

1. Complete the Programs in the Parks Proposal Form and send to Knox County Parks and Recreation, Recreation Coordinator at parks@knoxcounty.org. Please wait for response from Parks and Recreation staff regarding submission and/or approval of proposal.
2. Submit Certificate of Insurance with the following minimum requirements
 - Commercial General Liability or Special Event Liability Insurance
 - Waiver of Subrogation (also referred to as Waiver of Transfer of Rights of Recovery)
 - Additional Insured
 - List Knox County, 400 W. Main St, Knoxville 37902 as additionally insured.
 - Minimum amounts - \$1,000,000 per occurrence / \$2,000,000 aggregate
 - Programs/events deemed higher risk may be required to have \$2,000,000 per occurrence/\$3,000,000 aggregate coverage.
3. Submit current certifications, if applicable. Examples include, but are not limited to, CPR Certification, Fitness Trainer Certifications, etc.
4. Submit a copy of liability waiver/release to be signed by program participants.
5. Read the Programs in the Parks Policy and Rules and submit the signature of understanding.

Once all requested items have been received, reviewed, and approved by a member of the Knox County Parks and Recreation management team, you will receive instructions to submit the annual Programs in the Parks permit fee. Fees for the use of park facilities may vary.