



KNOX COUNTY PROGRAMS IN THE PARKS

Program/Event Proposal Form

In order for any individual, organization, or community group to be considered to use a Knox County park facility to facilitate a program or activity, whether publicly or privately, the completion of this form in its entirety is required and should be submitted to Knox County Parks and Recreation, Recreation Coordinator at parks@knoxcounty.org. Once submitted, the proposer will be contacted by someone from the Knox County Parks and Recreation Department to discuss the information that has been provided and to outline the process thereafter.

Date Submitted: _____ Business Name: _____

Primary Contact Name: _____ Phone Number: _____ - _____ - _____

Mailing Address: _____ City: _____

State: _____ Zip: _____ Website/Social Media: _____

Email Address: _____

PROPOSAL INFORMATION

Name of Program/Activity or Specialty Proposed: _____

Estimated Begin Date of Program: _____ Estimated end date of Program: _____

Total Duration of Program: 4 weeks 8 weeks 12 weeks Other _____

Anticipated Maximum Attendance per class/activity: _____

Activity/Program On-site Instructor Name(s) and contact information if different from above:

Program/Activity Description: Please provide a brief description of what type of activity you are requesting along with the days of the week, times, goals, etc.

Please specify which Knox County Park facility(s) you are requesting.

1.
2.
3.
4.

**For a list of Knox County Parks, please visit. https://www.knoxcounty.org/parks/park_directions.php*

Is there a specific area or amenity within the listed Knox County Park facility(s) where you want to host your activity/program?

--

Will the program be open to the public? Yes No, program is not open to general public.

Is there a fee to participate in the program? Yes No, program will be FREE

If you answered yes to a fee, please describe the program fee in detail.

--

If you are an instructor/trainer, you must provide proof of the following before permission is given to proceed with obtaining a “Programs in the Parks” permit.

- Liability Insurance (\$1 million per occurrence/\$2 million aggregate minimum)
- Current Certifications (Ex. NCCA accredited) as applicable
- Current CPR Certification as applicable
- Liability Waiver to be signed by program participants

HOLD HARMLESS CLAUSE

The permittee shall indemnify, defend, release, save, and hold harmless Knox County, Tennessee, its officers, agents, and employees from any and all suits, claims, actions, liability, or damages of any nature whatsoever brought because of, arising out of, or due to the use or occupancy of the park facility by the permittee, a member of the organization, any person in attendance, or any third party based upon negligence, premises liability, violations of local, state, or federal law, or under any other theory whatsoever.

The permittee hereby agrees that it will be responsible for the proper use of the park facility or section of the park facility indicated above and that if there are any damages to the park facility occurring from this use, the permittee will be responsible for reimbursing Knox County, Tennessee for any costs resulting from those damages. The permittee also agrees to pay the Parks and Recreation Department's associated fee(s). As the authorized representative, I state that I have hereby read the rules and regulations of Knox County Parks and Recreation regarding the use of the park facility or section of the park facility indicated above and confirm that the permittee will follow those rules and regulations. PLEASE SEND CHECK TO: KNOX COUNTY PARKS AND RECREATION, 2447 SUTHERLAND AVENUE, KNOXVILLE, TN 37919.

The permittee agrees that it will forfeit all fees and deposits if it is determined that false information was provided on the application. The organization also agrees that it is financially responsible for any costs incurred by Knox County in its enforcement of the provisions related to this application for reservation if those costs exceed the fees and deposits already collected by the County.

Signature: _____ Date: _____

To register for programs or sports leagues and request reservations for parks and recreation facilities, please visit <https://www.knoxcountyparks.activityreg.com> or contact 865-215-6600 for assistance.

 Proposal Final Disposition Approved Disapproved

Signature: _____ Date: _____
 Knox County Parks & Recreation Program Manager

Signature: _____ Date: _____
 Knox County Parks & Recreation Senior Director

*Permit Fee: _____ Paid Date: _____ Receipt: _____

*Permit fees are paid per park per fiscal year. Rental fees for program facility use are also applicable. A program approval must be submitted and approved for each fiscal year of participation in the program.