



Farragut Community Center Classroom Rental Policies and Procedures

Uses Permitted:

- Classrooms can be rented for meetings, clubs, presentations, small parties, etc. but all rentals are for a closed group (i.e. for membership of group or by invitation.)
- Classrooms are not available for fundraising and/or public events.

Facility Information:

Medium Classroom:

- Size is 18'2" x 23'7"
- Occupancy:
 - Seated w/ tables: 22
 - Auditorium: 49

Large Classroom:

- Size is 18' x 40'9"
- Occupancy:
 - Seated w/ tables: 37
 - Auditorium: 49

Reservations: Call 865-218-3376 for reservations or to make an appointment to view the space. Availability can be viewed online here: <https://townoffarragut.recdesk.com/Community/Calendar>

Available in 1½ hour blocks

- No more than one rental per week (up to 2 blocks/3 hours); must be rented by block (no split blocks)
- Must be made at least 7 days in advance but if space is available within the 7-day period during normal office hours of 8 a.m. to 5 p.m. Monday through Friday, rentals will be considered with 1-day notice.
- May be rented up to 6 months in advance
- Must be 21 or older to rent
- Setup and cleanup time should be included in rental period; other programs, events and classes will likely be scheduled contiguous to event

- Available from Monday – Sunday from 8 a.m. to 9 p.m.; prices vary – see rental schedule for details; exceptions to rental hours must be approved by PARD Director
- Rentals are not available on Thanksgiving, Independence Day, Christmas Eve and Christmas Day. All other legal holidays will incur an upcharge (see rate schedule for details)
- Payment in full is due at time of reservation and can be paid in person by cash, credit card or check or by phone at 865-218-3376 by credit card (2% service charge will apply).
- The person/organization to whom the permit is issued assumes all responsibility for use. Permits cannot be transferred, assigned or sublet. The permit holder must be in attendance at all times. It is their responsibility to advise all other guests of the rules and policies

Cancelations/Refunds:

- No refunds will be issued, but reservation can be moved 1 time if done 30 days or more in advance of rental date
- New reservation date must be scheduled at time of cancelation
- If Town of Farragut facilities are closed due to weather, rental may be refunded or moved to another date within 6 months without penalty. Renter has 7 days to reschedule rental. Town of Farragut facilities are rarely closed due to weather.
- In Knox County Schools are closed due to weather, rental may be moved to another date within 6 months without penalty but will not be refunded. Renter has 7 days to reschedule rental.

Policies:

- Renters are confined to the rented space and cannot spill into hallway or other rooms
- Outside doors and windows cannot be opened; blocking of emergency exits is not allowed
- Minors (17 and under) must be supervised at a ratio of one (adult) to 10 (minors)
- Noise level (music, etc.) must not disturb other classrooms or community center users
- Unless otherwise specified, PARD retains the right to utilize event photos taken by its staff for marketing purposes. Should professional photographers choose to share their photos with PARD, proper attribution will be made when said photos are publicized.

Permitted:

- Moving equipment (tables, chairs) - be returned to original setup at the end of the rental
- AV equipment – groups are welcome to bring their own equipment at no additional charge. PARD staff will not be responsible for technical connection issues
- Food and drink except for those items listed in not-permitted list

Not Permitted:

- Additional equipment without prior PARD approval

- Alcoholic beverages; exceptions must be approved by Town Administrator and PARD Director
- Chocolate or punch fountains
- Red, purple or blue beverages
- Open flames (candles, burners, etc.) except for catering chafing dishes
- Glitter, confetti of any size, tinsel, bubbles, slime, silly string, sparklers
- Bird seed, rice or flower petals (fake or real)
- Gum
- No pets, livestock or other animals except for service animals specifically trained to aid a person with a disability
- Smoke machines
- Water balloons, water guns, slides, etc.
- No inflatables
- Dunking machines or other carnival rides
- Smoking or vaping in the building or in the parking lot
- Indoor fireworks
- Use of tape, tacks, nails, staples to hang decorations anywhere in the room. Hooks are available on the walls to hang light weight banners, streamers, etc.
- Live music or DJ's without prior PARD approval

Setup and Cleanup:

- Renters are responsible for setup and may use any furniture in the rented room; any additional furniture or equipment brought in by renter must be pre-approved by PARD Director
- Furniture must be returned at the end of the rental period to the original setup
- All tables, chairs and other surfaces must be free of debris and clean
- Floor must be free of debris (food, decorations, etc.)
- All trash must be bagged and placed in trash can (or next to it if full)
- No equipment, supplies, perishables, etc. may be left at the community center without prior PARD approval