



Farragut Community Center Gym Rental For Events - Policies and Procedures

Uses Permitted:

- Gym can be rented under this policy for events (with or without food), parties, celebrations, etc. by a closed group (members, by invitations, etc.)
- Gym can be rented for a public or fundraising event but will have additional requirements such as security, event insurance, etc.

Facility Information:

- Court size is 74' x 42' (middle school); 1 basketball, 1 volleyball, 3 pickleball
- Total gym floor area is 85'4" x 57'12"
- Stage area is 13'4" x 26'8"
- Occupancy/Gym:
 - Seated w/ tables: 310
 - Auditorium: 500
 - Standing: 665
- Occupancy/Stage:
 - Standing: 24
- Commercial Kitchen Included

Reservations: Call 865-218-3375 for reservations or to make an appointment to view the space. Availability can be viewed online here: <https://townoffarragut.recdesk.com/Community/Calendar>

- Setup and removal of equipment (tables and chairs) by PARD is included in the rental rate as decided in advance by staff and renter; rental vendor equipment will be placed by vendor with oversight by Town staff; self-setup by renter is not an option and equipment, tables and chairs can only be moved after placement by PARD staff
- Minimum rental block is 8 hours; additional hours may be added per rental fee schedule
- Rental includes use of stage and commercial kitchen
- No more than one rental per quarter
- Must be made at least 30 days in advance but if space is available within the 30-day period during normal office hours of 8 a.m. to 5 p.m. Monday through Friday, rentals will be considered with 7-day notice.
- May be rented up to 6 months in advance
- Must be 21 or older to rent

- Available from Monday – Sunday from 8 a.m. to 9 p.m.; prices vary – see rental fee schedule for details; exceptions to rental hours must be approved by PARD Director
- Rentals are not available on Thanksgiving, Independence Day, Christmas Eve, Christmas Day or New Year’s Eve. All other legal holidays and weekend attached to a holiday 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 865-218-3375 by credit card (2% service charge will apply)
- Setups and removal will be done by PARD staff
- 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
- Setup/decorating may be done the day before during normal business hours without charge no event, program or class has been scheduled or if the facility has not been rented 7 days before the event; setup is not guaranteed outside this 7-day window. If setup must be done the day in advance, renter will need to rent the room for that desired 8 hours.

Payment Schedule:

- Reservation can be held for 7 days; will be canceled on 8th day if down payment has not been received.
- Down payment is damage deposit plus 50% of total rental charges
- Reminder of payment is due 90 days before event
- Damage deposit will be refunded (if no damage has occurred) within 30 days of event

Cancelations/Refunds:

- Events cancelled 121 or more days prior to the event will be refunded entire down payment minus a \$50 processing fee
- Events cancelled 91 to 120 days prior to the event will be refunded at of rate of 75% of entire down payment
- Events cancelled 61-90 days will be refunded at a rate of 50% if the entire payment
- Events cancelled 60 days or less prior to the event will have the damage deposit only refunded
- In the rare event that the Town of Farragut facilities are closed due to weather, rental may be re-booked without any penalty. Rebooking date may be within 6 months and renter has 30 days to choose rebooking date.

Policies:

- Rentals must be for a “closed group (by invitation)” and not open to the public unless approved in advance by PARD Director. Public events or fundraisers will have additional requirements as specified by Town of Farragut at the time of rental.

- Renters are confined to the gym, restrooms and commercial kitchen 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 community center users/areas
- 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:

- 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
- Music if used in conjunction with rental group activity
- Other equipment (from a rental vendor) if approved in advance by PARD staff

Not Permitted:

- Moving of any equipment (tables, chairs, etc.) from the specified setup
- 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 pistols, slides, etc.
- Dunking machines or other carnival rides
- No inflatables
- Indoor or outdoor fireworks
- Smoking or vaping in the building or in the parking lot
- 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. Wrapped floral wire or pipe cleaners may be used to attach decorations to chairs.
- Live music or DJ's without prior PARD approval

Setup and Cleanup:

- All renter owned or supplied equipment must be removed at end of rental hours
- All water spills must be wiped up