



**FARRAGUT COMMUNITY CENTER
SATURDAY BIRTHDAY PARTY ASSEMBLY HALL
PACKAGE APPLICATION**

Special Rates Available July-September 2020

Date of Party _____

Party package includes:

- 1 Hour private gym rental
- 2 Hours private assembly hall rental
- Equipment for one activity of your choice
 - Basketball, Look Up Volleyball, Imagination Playground, Kickball, Dodgeball

<input type="checkbox"/> OPTION 1 Gym: 1:30-2:30pm Room: 2-4pm Setup 2-2:30, Cleanup 3:30-4	<input type="checkbox"/> OPTION 2 Gym: 4:30-5:30pm Room: 5-7pm Setup 5-5:30, Cleanup 6:30-7
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Activity Choice:

___ Basketball ___ Look Up Volleyball ___ Kickball ___ Dodgeball ___ Imagination
Playground

Estimated Attendance: _____ Kids (*Limit: 20 children, up to 50 people maximum with social distancing*)

Additional Table/Chair Rental (\$10 per table and 8 chairs) _____

Contact Name: _____ Child's Name: _____

Address: _____ City: _____ Zip: _____

Phone Number: _____ Alternate Number: _____

Email: _____ (*confirmation will be emailed to you*)

Signature of Applicant: _____ Date: _____

The above signed hereby agrees to be responsible for any damage to the facility occurring during and by this use and agrees to be responsible for the conduct of all persons attending this function. Applicant further agrees to be responsible for any accident or injury occurring to anyone during and by this use and agrees that the Town of Farragut and its employees shall not be responsible for any such injury or loss.

Booking Procedure:

NOTE: You **MUST** be a member of the Farragut Community Center to rent the facility for a birthday party. Membership is FREE.

Step 1:

- Check the availability calendar online at townoffarragut.org/register.
 - Click on “Calendar”
 - Click on “Community Center Assembly Hall” in the pull-down menu
 - Check Saturday dates for availability.

Step 2:

- Fill out the application form and turn it in with full payment of \$150 and a \$100 refundable damage deposit.
 - You can bring your form and payment to the Farragut Community Center -239 Jamestowne Blvd.
 - You can email your application to communitycenterrentals@townoffarragut.org and pay via invoice.

General Information:

Cancelations/Refunds:

- No refunds will be issued, but reservation can be moved one time if done 30 days or more in advance of rental date
- New reservation date must be scheduled at time of cancellation
- 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.

Assembly Hall Policies:

- Rental includes 2 hours (including setup and cleanup) of Assembly Hall time plus one hour of gym time plus activity. This also includes the use of the catering kitchen for 2 hours.
- Renters are confined to the rented space and cannot spill into hallway or other rooms
- Rental includes 2 rectangular tables and up to 5 round tables plus 25 chairs.
- 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.
- Pre-function room is to be used for access only. No tables, registration, etc.

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
- Chafing or warming dishes if a fire mat is used.

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.
- Live music or DJ's without prior PARD approval

Setup and Cleanup:

- Setup and cleanup are part of the 2-hour assembly hall rental.
- 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

Gym Policies:

- Shirts and shoes required (athletic, closed type non-marking)
- Renters are confined to the gym and restrooms 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
- Gym bags, backpacks, phones, etc. must be placed on stage floor and not on gym floor or windowsills
- 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:

- Renter owned sports equipment if pre-approved by PARD staff
- Music, if used in conjunction with rental group activity – sound must be low enough that it does not disturb other areas of the community center. Type of device and music content must be pre-approved by PARD staff.

Not Permitted:

- Additional equipment without prior PARD approval
- Food or drink except water in spill-proof bottles
- Gum
- No pets, livestock or other animals except for service animals specifically trained to aid a person with a disability
- Water balloons, water pistols, slides, etc.
- Smoking or vaping in the building, parking lot or other community center grounds
- Throwing objects, including balls, against the walls, windows or lights

Setup and Cleanup:

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