



## TOWN OF FARRAGUT COMMUNITY CENTER CLASSROOM RENTAL - 2021 APPLICATION

*(This application must be filled out once per year. The application places you into our system so that you have the ability to reserve the classroom space.)*

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>

Name (Renter/Organization): \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: (W) \_\_\_\_\_ (C) \_\_\_\_\_

Email Address: \_\_\_\_\_

Address: \_\_\_\_\_ ZIP \_\_\_\_\_

Purpose of Renting Facility: \_\_\_\_\_ # of Participants: \_\_\_\_\_

### **Fee Information - FEES ARE DUE AT THE TIME THE RESERVATION IS MADE.**

#### **Medium Classroom**

Regular Hours: \$20.00 per 1.5-hour block – maximum 2 blocks per week

After Hours: \$45.00 per 1.5-hour block – maximum 2 blocks per week

#### **Large Classroom**

Regular Hours: \$25.00 per 1.5-hour block – maximum 2 blocks per week

After Hours: \$50.00 per 1.5-hour block – maximum 2 blocks per week

#### **Uses Permitted:**

#### **Facility Information:**

##### Medium Classroom:

- Size is 18'2" x 23'7"
- TV screen available for display; users shall bring their own computer and HDMI cord for hookup
- Occupancy:
  - Seated w/ tables: 22

##### Large Classroom:

- Size is 18' x 40'9"
- TV screen available for display; users shall bring their own HDMI cord for hookup
- Includes a small sink/countertop area

- Occupancy:
  - Seated w/ tables: 37

### **General Rental Information**

- 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
- Regular Hours: Monday through Thursday 8 a.m. to 9 p.m.; Friday 8 a.m. to 5 p.m.; After Hours: Friday 5 to 9 p.m.; Saturdays 8 a.m. to 3 p.m.
- 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)
- Reservations must be made at least 7 days in advance (if staff/space is available, shorter notice may be considered)
- 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
- Rentals are not available on Town holidays: New Year's Day, MLK Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day/Friday Following; Christmas Eve and Christmas Day. Rentals are also not available on New Year's Eve.
- 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

## Hold Harmless

*In exchange for myself or those in my organization being permitted to use the Farragut Community Center and/or other public areas of the Town of Farragut, it is understood and acknowledged by my signature below that I and/or the individual members of the organization have agreed that they will not hold the Town of Farragut liable for any loss or damage resulting from accidents or injuries sustained to person or property, or from theft of property which may occur during use of the facilities of the Town of Farragut.*

*By signing below, I acknowledge that I understand and/or have informed the organization that will be using the facilities of the terms and conditions spelled out herein upon which the Town of Farragut has consented to the use of the facilities; and that I and/or the members of the organization have agreed to those terms and conditions and authorized me to sign on their behalf.*

*By signing below, I and/or those in my organization agree that no person in the United States shall, on the grounds of race, color, national origin, age, sex or disability, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving state or federal financial assistance.*

*By signing below, I and/or those in my organization agree that they will report any accidents, incidents or deficiencies with the physical facility during the event to the Town of Farragut staff person on duty or if staff is not present, will report the accident, incident or deficiency within 24 hours to Janet Curry at the Farragut Town Hall, 865-966-7057.*

**I agree that by typing by name below, this serves as my signature.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Photo/Video Release

*I, the undersigned, hereby authorize the Town of Farragut and the Parks & Recreation Department, including its agents, to use my name, statements, image, voice, videos, or likeness for the purpose of promotion or public information without obtaining further consent or without prior knowledge of such use. I understand that I am to receive no compensation of any kind as a result of any publication, recording, broadcast, rebroadcast or other non-broadcast uses thereof. I understand that the statements, image, voice, videos, or likeness may be altered as required for publication or distribution. I hereby release and hold harmless the Town, its successors and assigns and its elected officials, directors, agents, officers, and employees for any violation of any personal or proprietary right or any other claims I may have in connection with such use. The Parks & Recreation Department shall have ownership of resultant production using my image and shall have the exclusive right to make use of such production as stipulated below: 1. Availability for use in training 2. Availability for use by the participants in a training course 3. Availability for viewing in connection with the Parks & Recreation Department 4. Availability for use of Web pages and other Internet sites created or used by the Parks & Recreation Department 5. Availability for use in promotional brochures, newsletters, and other publications of the Parks & Recreation Department. I have the full right and legal capacity to sign this consent and release prior to signing it, and I understand its content.*

**I agree that by typing by name below, this serves as my signature.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**\*\* Application can be returned by email or in person. \*\***

Farragut Community Center  
239 Jamestowne Blvd  
Farragut, TN 37934  
Recreation Office # (865-218-3376)

Email: [CommunityCenterRentals@townoffarragut.org](mailto:CommunityCenterRentals@townoffarragut.org)