

FRONT DESK USE ONLY
 Day and time submitted:



FARRAGUT COMMUNITY CENTER BIRTHDAY PARTY PACKAGE APPLICATION

Date of Party: _____

Party package includes:

- 1-hour private gym rental during first hour
- 2-hour private large classroom rental

FRIDAY

<input type="checkbox"/> OPTION 1 Gym: 4:30pm-5:30pm Room: 4:30pm-6:30pm	<input type="checkbox"/> OPTION 2 Gym: 7:00pm-8:00pm Room: 7:00pm-9:00pm
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SATURDAY

<input type="checkbox"/> OPTION 1 Gym: 9:00am-10:00am Room: 9:00am-11:00am	<input type="checkbox"/> OPTION 2 Gym: 11:30am-12:30pm Room: 11:30am-1:30pm	<input type="checkbox"/> OPTION 3 Gym: 2:00pm-3:00pm Room: 2:00pm-4:00pm
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Select up to FOUR activities for use during gym time:

	Basketballs		Animal Hoppers		Hula Hoops
	Kickballs and Bases		Imagination Playground		Jump Ropes
	Dodgeballs		Toddler Seesaw		Parachute
	Volleyballs and Net		Toddler Slide		Gonge River (balancing path)
	Pickleballs and Net		Toddler Basketball Hoop		Giant Connect 4
	Baggo Boards (Cornhole)		Dino bone foam blocks		Giant Jenga

Estimated Attendance: _____ Total (_____ Kids _____ Adults)

Contact Name: _____

Address: _____ City: _____ Zip: _____

Phone Number: _____ Alternate Number: _____

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

Booking Procedure:

Please Note: Birthday parties must be booked at least 7 days in advance.

Step 1:

- Check the availability calendar online at townoffarragut.org/register.
 - Click on “Calendar.”
 - Click on “Community Center Large Classroom” in the pull-down menu.
 - Click on “Gymnasium Calendar” in the pull-down menu.
 - Check Friday or Saturday dates for availability.

Step 2:

- Fill out the application form and turn it in.
- You can bring your form to the Farragut Community Center located at 239 Jamestowne Boulevard OR
- You can email your application to communitycenterrentals@townoffarragut.org.
- Payment is due in full 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 cost of a birthday party is \$100, and a \$100 refundable deposit is also required for reservation.**

General Information:

Cancellations/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.
- Not available on Town holidays.

Refundable Deposit:

- Deposit will be refunded within 30 days of event (if no damage has occurred and the rental group left the building at the agreed upon time.)
- If a rental group has not left the building by 15 minutes after their agreed upon time, up to \$100 of the security deposit may be kept.

Classroom 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:

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

Setup and Cleanup:

- Renters may arrive no more than 15 minutes early to their rental to set up.
- Cleanup is part of the 2-hour classroom 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 may not utilize the gym after the first hour of their rental
- 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
- 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

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, gender, gender identity, sexual orientation, age, religion, disability or veteran status, be excluded from participation in, be denied the benefits of, or be subject to discrimination at any event, program or activity on Town property or co-sponsored by the Town.

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 Michelle Pence 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: _____