

Kingston Parks and Recreation

INDOOR **Facility Use Application**

COMMUNITY CENTER

201 Patton Ferry Road
Kingston, TN 37763
(865) 376-9476
FAX (865) 717-0006
www.kingstonparks.com

Community Center Hours:
Monday, Tuesday, Thursday
9 a.m. to 9 p.m.
Wednesday, Friday
9 a.m. to 4 p.m.

DATE OF USE _____ ROOM _____ TIME _____ TOTAL HOURS _____

NAME/CONTACT/GROUP _____

ADDRESS _____ PHONE _____

TYPE OF FUNCTION _____

RATES:

WEEKDAY
Mon-Fri
(Minimum 2 hrs)

WEEKEND
Fri 4 pm - Sun
(Minimum 3 hrs)

Meetings in A,B, C, D or Parish Rm
Banquet Room
Socials/Parties/Showers - All Rooms
Wedding Receptions
and Wedding Rentals

\$10/hr
\$15/hr
\$15/hr
\$50/hr
\$50/hr

\$20/hr
\$25/hr
\$25/hr
\$50/hr
\$50/hr

'SECOND-PARTY' RENTALS WILL NOT BE AUTHORIZED

Payment for rentals during the WEEK is required at time of booking. Payment (or deposit of \$25) for WEEKEND rentals is required within one week (\$35 for weddings) of booking. The balance for weekend rentals is due ONE WEEK prior to the reservation. **Deposits are nonrefundable. Other payments refunded if notice is given at least two weeks in advance.**

_____ I understand this payment policy.

(Signature & Date)

TABLES MUST BE COVERED FOR SOCIAL EVENTS

Please remove all trash to the dumpsters outside the building. ***Return rooms to the order in which you found them.*** Contact the staff person if you need assistance.

Community Center Hourly Rate: _____
Number of Hours Renting: _____
Total: _____
Deposit or Payment _____
AMOUNT DUE: _____

FINAL PAYMENT (if applicable) _____
BALANCE: _____

FOR OFFICE USE ONLY	
DEPOSIT PAID ON _____	CASH or CHECK # _____
RECEIPT # _____	AMOUNT _____ INITIALS _____
BALANCE PAID ON _____	CASH or CHECK# _____
RECEIPT # _____	AMOUNT _____ INITIALS _____

City of Kingston Parks and Recreation
INDOOR
Facility Use
Rules and Regulations

- ◆ A Facility Use Application must be completed by every person and or group requesting use of City of Kingston facilities and must be approved by the Community Center Staff.
- ◆ **All facilities are alcohol and tobacco free, this includes cigarettes, chewing tobacco, dip, cigars, etc.**
- ◆ Responsibility for the orderly and proper use of the facilities and for any damage that may occur, whether accidental or as a result of negligence rests with the using party.
Damages for unauthorized changes will result in restitution to the City of Kingston from the individual and or group involved. Please remove all tape and decorations before you leave.
- ◆ Parents or guardians over 21 years of age must sign application for minors or youth groups requesting use of the facility, must be present during the scheduled event and will be held as the responsible party in the event of damages.
NO TEENAGE PARTIES in the Community Center.
- ◆ The renter handles all arrangements, i.e. set-up, take-down and room arrangement. **Tables must be covered at all times for social events.**
- ◆ The user is responsible for putting trash in trashcans, cleaning the kitchen, putting tables and chairs back the way they were found, cleaning floor spills, picking up trash and tying off trash bags before taking them to dumpster located outside the back doors of the Center. See staff if assistance is needed. Weekend rentals must clean up and be out of the building no later than 10:00 p.m.

I hereby affirm that I have read, understand and will enforce the rules pertaining to the use of the requested facility and will not hold the City of Kingston or its employees liable in any way. I accept responsibility for the fees, for any damages that may occur during my reservation, and for any violation of the regulations stated on this application.

Applicant's Name _____ Date _____

Parks and Recreation Authorized Staff _____ Date _____