Application for Community Center Usage Permit

This form is required for all community center facility reservation requests

Date Application Submitted: ___________ Name of Group represented: ____________________________________________________________

Main Contact (person responsible): ________________________________________________________________

Address: _________________________________________________________________________________________________

City/State/Zip Code: ____________________________________________________________

Phone: ___________________________ E-mail: ________________________________________________________________

Community Center Requested: ________________________________________________________________________________

Specific Rooms/Areas Requested: Clubroom (small)☐ Clubroom w/kitchen☐ Gymnasium☐ Game Room☐ Dance Studio☐ Theatre (East Park)☐ All Available Areas☐ Other☐ __________________________

*Pool reservations require the services of a Metro Parks life guard, and additional fees apply.

Neighborhood Recreation Center reservations include all available areas for one rental rate.

Fitness areas and other special areas are not available for private reservations.

Date(s) of Requested Use: ___________ Arrival Time: ___________ Departure Time: ___________

Note: Any set-up and cleaning time must be included in the reservation period. The Main Contact (above) will be required to leave their Driver’s License/ID at the front desk until the event is over and the facility/room is left in good condition.

Description of Proposed Activity: ____________________________________________________________________________

______________________________________________________________________________________________

Expected Maximum Attendance: _______________________

Indicate if the proposed activity involves any of the following: Fundraising☐ Admission Fees☐ Entry/Registration Fees☐ Selling of Concessions/Merchandise☐ Any Marketing/Sales Activities☐

Will the activity or event be advertised or promoted to the public? Yes☐ No☐

If so, please attach a copy of any press release, flyer or hand-out associated with the event.

# Electrical outlets needed: _____ List of Electrical items you plan to use________________________________________

☐ I request custodial services and understand that this is available at an additional 1-hour rental rate.

All applications for the reserved use of a community center are subject to approval by the Facility Manager and/or the Superintendent of Recreation, based on compliance with Park Board policies and the availability of facilities and staff. Some activities may require additional staff or security, and additional fees may apply. Certain activities may also require Park Board approval. By signing below, the applicant agrees to adhere to all Park Board policies, facility rules and established fees published on the web at http://www.nashville.gov/Parks-and-Recreation and/or specified on the back of this application.

Applicant Signature: __________________________________________ Date: _______________________

Metro Government does not discriminate on the basis of age, race, sex, color, national origin, religion, or disability in admission to, access to, or operations of its programs, services, or activities. For inquiries, call (615) 862-8400.

----------------------------------------------------------------------------------------------------------------------Below for official use only----------------------------------------------------------------------------------------------------------------------

Accepted and Approved by Metro Parks ☐ Disapproved ☐

Facility Manager: __________________________________________ Date: _______________________

Superintendent of Recreation: __________________________________________ Date: _______________________

1. Customer Copy 2. Recreation Office Copy 3. Facility Manager Copy
Policies, Procedures and Fees for Reserving Community Center Facilities

A complete description of Metro Park Policies and Fee Schedules can be found on the web at: http://www.nashville.gov/Parks-and-Recreation/About-Us/Park-Board.aspx

Procedures for making Community Center Reservations:

It is the policy of the Park Board that community center facilities may be rented by individuals or groups for private functions during times when the facilities are not otherwise open to the public or required for park operations. Reservations for facility rentals may be requested in person or by email and are subject to the following procedures:

- Reservations may be made up to 12 months in advance, with a non-refundable deposit equal to the first hour’s rental fee. The balance is to be paid at least three-business days prior to the event or risk cancellation of their event.
- Payments must be made in person at the requested Regional Recreation Center. Payment may be made by cash, credit card, or money order. Personal checks will not be accepted.
- Neighborhood Recreation Centers accept payment by money order or cashier check only. Credit card payments can be accepted in person only at a Regional Recreation Center.
- All reservations must be for a minimum of two-hours, and in one-hour increments. Any partial hour of facility use will be charged at the full hourly rate.
- Recurring events (church services, regularly scheduled meetings) can be approved in advance for up to a 3-month period.
- Reservations may be required to provide security at their expense for events that may be deemed by management to be a safety concern. All security plans must be approved by Metro Park Police.
- Additional fees may be required for events that involve the following: use of pools or aquatic facilities, independent athletic leagues, invitational tournaments, commercial activities and Park Board approved fundraising activities.
- Permits to use a facility for a fundraising event may be requested at least 60 days in advance by the following: organizations with a permit from the Tennessee Charitable Solicitations Board, educational institutions, organizations with I.R.S. 501(c)(3) status, and candidates for public office.

<table>
<thead>
<tr>
<th>Facility Reservation Fees:</th>
<th>Davidson Co. Residents</th>
<th>Non-residents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Neighborhood Recreation Center (all areas)</td>
<td>$50.00/hour</td>
<td>$65.00/hour</td>
</tr>
<tr>
<td>Neighborhood Recreation Center (holiday rate)</td>
<td>$75.00/hour</td>
<td>$95.00/hour</td>
</tr>
</tbody>
</table>

*Holiday rates apply to: New Year’s Eve, New Year’s Day, Martin Luther King Holiday, President’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Eve and Christmas Day*

Regional Recreation Center Fees (Coleman, East, Hadley, Hartman, McCabe, Sevier)

<table>
<thead>
<tr>
<th>Facility Description</th>
<th>RESIDENTS</th>
<th>NON-RESIDENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Small Meeting Room</td>
<td>$35.00/hour</td>
<td>$40.00/hour</td>
</tr>
<tr>
<td>Large Meeting Room with Kitchen</td>
<td>$50.00/hour</td>
<td>$55.00/hour</td>
</tr>
<tr>
<td>Dance Studio</td>
<td>$50.00/hour</td>
<td>$55.00/hour</td>
</tr>
<tr>
<td>Black Box Theatre at East Park</td>
<td>$75.00/hour</td>
<td>$90.00/hour</td>
</tr>
<tr>
<td>Gym with Game Room</td>
<td>$75.00/hour</td>
<td>$90.00/hour</td>
</tr>
<tr>
<td>Entire Facility (pool/fitness areas excluded)</td>
<td>$100.00/hour</td>
<td>$110.00/hour</td>
</tr>
<tr>
<td>Indoor Swimming Pool Rental</td>
<td>$75.00/hour</td>
<td>$85.00/hour</td>
</tr>
<tr>
<td>Lifeguard fee (required for every 25 swimmers)</td>
<td>$25.00/hour</td>
<td>$25.00/hour</td>
</tr>
</tbody>
</table>

General rules for the private rental use of community centers:

- Alcohol, drugs and weapons are prohibited in community centers at all times.
- Community centers are smoke-free. Smoking is allowed in designated outdoor areas.
- Furnishings provided by the center are limited to tables and chairs currently on inventory at the center. Any additional tables and chairs must be provided by the reserving party.
- Set-up, break-down and clean-up time must be included in the reservation rental period.
- All areas used must be returned to the condition they were in prior to the rental period.
- All trash, decorations and other items brought in by the reserving party must be removed from the building.
- Special equipment brought in for events (i.e. inflatable play structures) requires a certificate of liability insurance coverage of $1 million (this is generally available from the rental company).
- Approval of special equipment (i.e., amplification, lighting, concession equipment) varies by Recreation Center.
- Reserving parties are financially responsible for any damage to facilities or equipment during the reservation period.
- Parks staff has authority to stop any unsafe, destructive or illegal activity, and terminate the reservation in the event that policies and rules are continually violated.