

RECREATION CENTER

Program/Event Proposal Form

In order for any person to be considered to use a recreation center to facilitate a program or activity, whether publicly or privately, the completion of this form in its entirety is required and should be submitted to Angie Davidson at adavidson@knoxvilletn.gov. Once submitted, the proposer will be contacted by someone from the City of Knoxville's Parks and Recreation Department to discuss the information that has been provided and to provide information of the process thereafter.

Date Submitted:	Business Nam	ıe:	
Primary Contact Name: _			Phone Number:
Mailing Address:			City:
State: Zip:	Website:_		
Email Address:			
	PROPO	SAL INFORM	MATION
Name of Program/Activit	y or Specialty Prop	osed:	
Estimated Begin Date of	Program:	Estir	mated end date of Program:
Total Duration of Program	n: 4 weeks	☐ 8 weeks	☐ 12 weeks ☐ Other
Anticipated Maximum A	ttendance per class	/activity:	
			information if different from above:
			cription of what type of activity you are
requesting along with the	days of the week,	times, goals, e	etc.



*For Knox County Recreation Centers, please visit www.knoxcounty.gov/recreation. Is there a specific area within the Recreation Center(s) where you want to host your activity/program? Will the program be open to the public? Yes No, program is not open to the general public. Program Reservation Options: Notract Agreement and offer program outside facility hours Notract Agreement and offer program during normal facility hours Is there a fee to participate in the program? Yes No, program will be FREE If you answered yes to a fee, please describe the program fee in detail. If you are an instructor/trainer, you must attach/send proof of the following before permission is given to proceed with the program requested. Liability Insurance (\$1 Million per occurrence/\$2 million aggregate minimum) Current CPR Certifications (NCCA accredited as an example) Current CPR Certification as applicable Liability Waiver that will be used	Please specify which City Recreation Center(s) you are requesting.
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C: an atuma	☐ Liability Waiver that will be used
Signature Date:	Signature Date:

To register for programs or sports leagues and request reservations for parks and recreation facilities, please visit registration.knoxvilletn.gov or contact 865-215-4311 for assistance.