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Please specify which City Recreation Center(s) you are requesting.

*\*For Knox County Recreation Centers, please visit [www.knoxcounty.gov/recreation](http://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:

- ☐ Lease Facility
- ☐ Contract Agreement and offer program outside facility hours
- ☐ Contract 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 Certifications (NCCA accredited as an example)
- ☐ Current CPR Certification as applicable
- ☐ Liability Waiver that will be used

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

*To register for programs or sports leagues and request reservations for parks and recreation facilities, please visit [registration.knoxvilletn.gov](http://registration.knoxvilletn.gov) or contact 865-215-4311 for assistance.*