



Application for Regional Center Usage Permit

This form is required for all regional recreation facility reservation requests

Date Application Submitted: _____

Individual/Group Making Application: _____

Address: _____

City/State/Zip Code: _____

Phone: _____ E-mail: _____

Community Center Requested: Coleman East Hadley Hartman McCabe

Specific Facilities Requested: Clubroom (small) Clubroom w/kitchen Gymnasium
Game Room Dance Studio Theatre (East Park) All Available Areas *Pool

**Note: Pool reservations require a separate application process, and additional fees apply.
Fitness 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.

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, flier or hand-out associated with the event.

All applications for the reserved use of a community center are subject to approval by the Facility Coordinator and 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 www.nashville.gov/parks/administration.asp and/or specified on page 2 of this application.

Applicant Signature: _____ Date: _____

Metro 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 862-8400.

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

Accepted and Approved by Metro Parks Disapproved

Facility Coordinator: _____ Date: _____

Superintendent of Recreation: _____ Date: _____

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:
www.nashville.gov/parks/administration.asp*

General Policies Governing Community Center Reservations:

- No park facility may be used for a religious activity on a regular or permanent basis during regular operating hours.
- No commercial activity or group will be permitted use of a community center.
- Community centers may not be used for any purpose that may, in the judgment of parks personnel, damage the facilities or pose a threat to the health or safety of patrons.
- Permits to use a community center for a fundraising event may only be requested by the following; organizations that hold a permit from the Tennessee Charitable Solicitations Board, educational institutions, organizations with IRS 501(c)3 status, and candidates for public office.
- Community centers may not be used for activities that involve any of the following; the selling of merchandise or services for profit, gambling or other illegal activities, the use of alcohol or illegal drugs, activities that are deemed detrimental to the overall good of the community.

General Community Center Reservation Procedures:

- A hold may be placed on a requested date up to six-months in advance, but reservations cannot be confirmed until one-month prior to the event date.
- Permanent, on-going events are not permitted. For a recurring event, a new application must be submitted on a monthly basis.
- Payment for reservations must be made at least three-business days in advance of the event date.
- Payments must be made in person at the requested community center. Cash, personal check with identification, cashier's check or money order is accepted.
- Cancellations must be made at least 48 hours prior to the event to qualify for refund.
- 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-hour rate.

Facility Reservation Fees:

	Davidson Co. Residents	Non-residents
Small Meeting Room	\$35.00/hour	\$40.00/hour
Large Meeting Room with Kitchen	\$50.00/hour	\$55.00/hour
Dance Studio	\$50.00/hour	\$55.00/hour
Black Box Theatre at East Park	\$75.00/hour	\$90.00/hour
Gym with Game Room	\$75.00/hour	\$90.00/hour
Entire Facility (pool and fitness area excluded)	\$100.00/hour	\$110.00/hour

- Additional fees and application procedures are required for events that involve any of the following; use of pools or aquatic facilities, independent athletic leagues, and Park Board approved fundraising activities.
- Activities involving large groups (over 100) and/or high risk times of day may be required to provide security at their expense. All security plans must be approved by Metro Park Police.

General Information for Reservations:

- 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 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 liability insurance coverage of \$1 million.
- Reserving parties are financially responsible for any damage to facilities or equipment during the reservation period.
- Alcohol, drugs and weapons are prohibited in community centers at all times.
- 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.