



Application for Bellevue Regional Community Center Usage Permit

This form is required for all community center facility reservation requests

Date Application Submitted:	_____
Individual/Group Making Application:	_____
Address:	_____
City/State/Zip Code:	_____
Phone:	_____
E-mail:	_____

Specific Rooms/Areas Requested:		
<i>(After Hour Rentals—minimum of 3 hours)</i>	<i>Davidson Co. Residents</i>	<i>Non-residents</i>
<input type="checkbox"/> Clubroom 1 (with sink)	\$ 50.00	\$ 60.00
<input type="checkbox"/> Clubroom 2 (with kitchen)	\$ 100.00	\$ 115.00
<input type="checkbox"/> Clubroom 3 (with sink)	\$ 50.00	\$ 60.00
<input type="checkbox"/> Clubroom 1,2 & 3	\$ 200.00	\$ 210.00
<input type="checkbox"/> Gymnasium	\$ 125.00	\$ 140.00
<input type="checkbox"/> All Available Areas	\$ 300.00	\$ 310.00
<i>*Art, Fitness, Game Room, Movement and Pottery areas are not available for private reservations.</i>		
<i>*Rates are based on this location</i>		

Date of Requested Use:	_____
Arrival Time:	_____
Departure Time:	_____
<i>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.</i>	
Description of Proposed Activity:	_____
Expected Maximum Attendance:	_____
Indicate if the proposed activity involves any of the following: Fundraising <input type="checkbox"/> Admission Fees <input type="checkbox"/>	
Entry/Registration Fees <input type="checkbox"/> Selling of Concessions/Merchandise <input type="checkbox"/> Any Marketing/Sales Activities <input type="checkbox"/>	
Will the activity or event be advertised or promoted to the public? Yes <input type="checkbox"/> No <input type="checkbox"/>	
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 Program Coordinator and/or the Facility Manager 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 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 (615) 862-8400.

FOR ADA ACCOMMODATIONS, PLEASE CALL 862-8400.

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

Accepted and Approved by Metro Parks Disapproved

Program Coordinator	_____	Date	_____
Facility Manager	_____	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:
<http://www.nashville.gov/Parks-and-Recreation/About-Us/Park-Board.aspx>

Procedures for making Bellevue Regional 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 made in person or online and e-mailed to the Facility Manager 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.
- Payments must be made in person at the requested community center. Payment may be made by business check, cash, credit card, or money order. Personal checks will not be accepted.
- All reservations must be for a minimum of three hours and in one-hour increments. Any partial hour of facility use will be charged at the full-hour rate.
- For recurring events (church services and regularly scheduled meetings) can be approved 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 General Services contracted security company.
- Additional fees may be required for events that involve the following:
 - independent athletic leagues
 - invitational tournaments
 - commercial activities
 - 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 IRS 501(c)3 status
 - candidates for public office

General rules for the private rental use of community centers:

- Set-up, break down and clean-up time must be included in the reservation rental period. It is the responsibility of the reserving party, not the party planner, to make sure that the facility is clean.
- Alcohol, drugs, and weapons are prohibited in community centers at all times.
- Community centers are smoke-free. Smoking is prohibited 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.
- The lounge area furniture and games are not available to reserving parties.
- 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.
- Party planners are required to have a \$1 million liability insurance.
- 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)
- Reserving parties are financially responsible for any damage to facilities or equipment during the reservation period.
- Parks staff has the authority to stop unsafe, destructive, or illegal activity, and terminate the reservation in the event that policies and rules are violated.