



# 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  
Theatre (East Park) All Available Areas Other \_\_\_\_\_ \*Pool

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

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

**Fitness areas, game rooms 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, flier or hand-out associated with the event.

# Electrical outlets needed: \_\_\_\_\_ List of Electrical items you plan to use \_\_\_\_\_

*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: \_\_\_\_\_

**For any questions or concerns, email Metro Parks Community centers at [MPCC@nashville.gov](mailto:MPCC@nashville.gov)**

## 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.
- Only cancellations received three-business days prior to the event will receive refunds, minus the non-refundable deposit fee for the first hour's rental.
- 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 three-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 IRS 501(c)3 status, and candidates for public office.

### Facility Reservation Fees:

Neighborhood Recreation Center (all areas)	\$75.00/hour
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*Holiday rates at all sites are an additional \$50.00/hour and will apply to all Metro recognized holidays.*

Regional Recreation Center Fees (*Coleman, East, Hadley, Hartman, Madison, McCabe, Old Hickory, Sevier, Smith Springs*)

		<i>McCabe &amp; Sevier Only</i>
Small Meeting Room	\$35.00/hour	
Large Meeting Room with Kitchen	\$50.00/hour	
Black Box Theatre at East Park	\$75.00/hour	
Gym	\$75.00/hour	
Entire Facility (pool/fitness areas excluded)	\$150.00/hour	\$125.00/hour
Indoor Swimming Pool Rental	\$75.00/hour	
Lifeguard fee (required for every 25 swimmers)	\$25.00/hour	

### 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 allowed in designated outdoor areas.
- Furnishings provided by the center are limited to tables and chairs currently on inventory at the center. Any additional items must be provided by the reserving party.
- 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).
- 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.