

**City of Rocky Top: Recreation Department
Facility Use Agreement Form**

Please complete this form in its entirety and submit with full payment to the Recreation Department

Name of User/Agent: _____

Address: _____ City/St/Zip: _____

Phone Number: _____ Email: _____

Driver's License #: _____ Date Requested: _____

Purpose: _____ Attendance Estimate: _____

RELEASE OF LIABILITY

In consideration of the permission granted to _____ (**user name**) to use the requested city property, the undersigned discharges and releases the City of Rocky Top, Tennessee, from all claims, injuries, deaths, property damage, or liability whatsoever which we may now have or hereafter have, as a result of use of the premises on _____ (**rental date**). I have read this agreement and understand. _____ (**initials**)

Signature of User/Agent _____ **Date** _____

Rental Confirmation Information

Rental Location Address: **_Rocky Top Community Center, 207 Jacksboro Avenue, Rocky Top TN, 37769_**

Room Rental: _____ Rental Date: _____ Rental Time: _____

Cost \$40.00/hour \$150.00 deposit refundable Attendance Estimate: _____

Payment Amount: _____ Payment Received Date: _____ Received By: _____

RESERVATIONS ARE ACCEPTED ON A FIRST COME-FIRST SERVE BASIS

A. A reservation is not considered complete until this agreement is signed, and fees have been submitted to Rocky Top Recreation Department. Reservations may be made up to a week in advance. **Rental fee must be paid in full before gaining access to rooms. Dates/facilities will not be held without completed agreement.**

B. Tax is included in all rental fees.

C. Failure to secure a room after rental, failure to properly clean facility, and costs for any damages incurred will be the responsibility of the renter and must be paid in full within 30 days after the rental.

D. User(s) shall be responsible for damages of any property in rented area and/or for any injuries which might be sustained by any members of the party during the gathering or as a result thereof.

E. The City of Rocky Top, Tennessee reserves the right to decline any future rentals of any or all city facilities to any party causing damage to city property.

F. The City of Rocky Top, Tennessee is not responsible for any articles left, lost, or stolen on the rented property.

G. There will be NO gambling, alcohol or drugs allowed on rented property and all rental properties are smoke free. Smoking will be permitted outside in designated smoking areas only, away from all entrances.

H. By signing this you agree to adhere to and follow all the facilities rules and guidelines.

Signature of User/Agent _____ **Date:** _____