



KINGSTON SPRINGS, TENNESSEE PARK FACILITIES

Reservation & Rental Rates, Policies and Forms

Date Requested for Facility Reservation/Rental	
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Applicant Name					
Organization Name					
Street Address					
City, State, Zip					
Phone (primary)					
Phone (secondary)					
Over 18 Years Old?	(proof required)	Select YES		ID Provided	
City Resident?	(proof required)	Select YES		Select NO	

TOTAL COSTS <i>(from reverse side)</i>	Deposit Amount Paid:	
	Facility Res./Rental Amount Paid:	
	Additional Rental Amount Paid: <i>(Activity Center only)</i>	
	TOTAL AMOUNT PAID:	

I, the applicant, agree to personally inspect the facility, parking lot and grounds to make certain that it is in a good and clean condition before and after use. **I have read the rules and regulations** and agree that I and my guests or invitees will strictly comply with the same and with all rules of the park. I understand that all conditions must be met and that violations of the rules or the agreement may result in the forfeiture of part or all of the Security & Damage Deposit. It is expressly understood and agreed that any person coming in or upon the premises shall be the guest of the applicant. The applicant has inspected the premises, finding the facility in a good and safe condition. The reservation/rental use by the applicant, after completion of the application, and payment of the rental sum and deposit, shall act as a release to the Town of Kingston Springs Tennessee, as to any and all risk of damage, loss of personal property, or injury that might occur in or upon the premises during the term of the reservation/rental period. The applicant and all persons utilizing the facility as a guest or invitee of the applicant specifically releases and agrees to indemnify and hold the Town of Kingston Springs harmless by reason of any defect in or as to the condition of the premises upon when the rental event is held. **I understand that if renting the Activity Center I am REQUIRED to purchase Event Liability Insurance.** I further state that all information given on this entire application is true and accurate.

APPLICANT SIGNATURE

DATE

Pavilions

Park Pavilions	Event Date	See below for available hours
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See attached for Pavilion Reservation Rules and Policies. Signature on application indicates your agreement to follow and abide by all rules and policies.

Pavilion	Times		Reservation Fee	KS Resident Reservation Fee	Deposit
	10a-2p	3p-7p			
Burns Park Pavilion 1 (splashpad)			\$50.00	\$35.00	\$50.00
Burns Park Pavilion 2 (playground)			\$50.00	\$35.00	\$50.00
City Park Pavilion			\$50.00	\$35.00	\$50.00
Total Amount Paid:					

Activity Center

L.L. Burns Activity Center	Event Date	Start Time	End Time
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See attached for Activity Center Rental Rules and Policies. Signature on application indicates your agreement to follow and abide by all rules and policies. All Activity Center Rentals require a 2 hour minimum rental. **NOTE: Event Liability Insurance is REQUIRED with this rental. See Policy for details.**

# of HRS (min. 2)	Day	Rental Fee	KS Resident Rental Fee	Deposit
	Sunday - Thursday	\$50.00 per hr.	\$45.00 per hr.	\$100.00
	Friday - Saturday	\$75.00 per hr.	\$65.00 per hr.	\$200.00
All Day Rental (All Inclusive) (includes Activity Center, A/V Package, additional tables and chairs)		\$750.00	\$675.00	\$250.00
Total Amount Paid:				

Units	Additional Rental Options:	Rental Fee	Sub-Total
	Additional Tables	\$10.00	
	Additional Chairs	\$2.00	
	A/V Package (LCD Projector, Screen, and Audio set up)	\$50.00	
Total Amount Paid:			

Ball Field

City Park Ball Field	Event Date	Start Time	End Time
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See attached for Ball Field Reservation Rules and Policies. Signature on application indicates your agreement to follow and abide by all rules and policies.

# of HRS	Facility	Reservation Fee	KS Resident Res. Fee	Sub-Total
	Ballfield	\$10.00 per hr.	\$5.00 per hr.	
	Field Lighting	\$15.00 Per Reservation	\$10.00 Per Reservation	
Total Amount Paid:				

GENERAL RESERVATION POLICIES

- **RAIN POLICY**: In the event of enough rain to cancel the scheduled event, another date may be scheduled at no additional charge. There is no refund of the rental fee for rain outs.
- City Residents age 18 and over receive a discount on reservation/rental fees except the 501(C)3 rentals. To receive this discount, the city resident must make application in person at City Hall during business hours and show proof of residency with two of the following forms of identification: current Tennessee Driver's license with photo, current voter's registration, current water bill from Second South Cheatham Utility District, current Dickson Electric bill. The Town reserves the right to verify and/or require additional information to confirm current residency. Once approved, the resident will be required to sign an agreement of responsibility and liability for the facility usage.
- Checks must be drawn on a bank with offices in the State of Tennessee. In the event of an insufficient fund check tendered, the applicant shall be responsible for a \$20.00 returned check charge, payable to the Town within 5 business days of notice to the applicant at the address on the agreement.
- Security & Damage Deposit will be paid at the same time reservation/rental fee is paid. Failure to clean the area is considered to be damage to the facility or grounds. The deposit will be forfeited in the event the facility and grounds are left in a damaged state or an unclean condition and not in the same condition as prior to the rental. Payment of the Security and Damage Deposit and forfeiture thereof for any damage to the premises will not relieve the applicant of any further or additional charges as may be asserted by the Town of Kingston Springs, Tennessee. Upon notice of any additional charges for damage, the applicant will pay the cost of repair or estimate the damage within five (5) business days from the time of notice to the applicant at the address or phone listed on the application.
- The applicants reserving pavilions and/or ball park must be a resident of Tennessee and must provide a valid Tennessee driver's license.
- The use of alcohol on the premises is prohibited unless specifically designated (Activity Center).
- Applicant agrees to abide by all park rules during the reservation/rental period.
- The designated reservation/rental time includes set-up and clean-up. There is no additional time reserved outside of the designated reservation/rental time.
- Application for use of a facility must be made a minimum of 72 hours before the contemplated reservation/rental time and date.
- Any music or musical performance during the reservation/rental period shall not be audible beyond the property lines of the park and shall not be loud or disturbing to other park users.
- The use of inflatable playgrounds is prohibited.
- The provision of electricity is not included in the reservation/rental of the facility (except the Activity Center). The use of generators is not permitted.
- No nails or tacks or glue may be used to fasten any decoration or other item. Tape and string fasteners are permitted but must be completely removed after use.
- All tables must be wiped clean after use. Any decorations must be completely removed, including the fastener of the decoration. Relocation of tables for the reservation/rental period is allowed, but we ask that you return it to its original location as situated prior to the reservation/rental. Grill must be fully extinguished and free from trash, and all trash must be placed in trash cans.
- The programs of the Parks and Recreation Department of the Town of Kingston Springs, TN have priority over all other events in the park.
- If problems arise with other park users, call for an officer at 615-792-2098.

KINGSTON SPRINGS PARKS RULES

- No person shall come upon said parks after posted use hours or at such times as gates may be locked.
- All vehicular traffic allowed must comply with posted speed limits.
- Littering is prohibited and no household or commercial garbage dumping in refuse containers is allowed.
- Fishing licenses are required and all persons must comply with Tennessee Wildlife Resources Agency regulations when fishing.
- Possession of firearms are prohibited except under such circumstances as are permissible under TN law.
- Hunting is prohibited.
- No swimming or boating of any kind is allowed in L.L. Burns Park lake.
- Tampering or removal of any property of the municipality is prohibited.
- Parking is allowed in designated posted areas only and no overnight parking or camping is permitted.
- All dogs or other domestic animals must be leashed with a maximum eight-foot (8') length leash. All persons must properly dispose of any feces deposited by any leashed pet.
- No unlicensed motor vehicles are allowed and no licensed motor vehicle is permitted on any trails or planted grass areas.
- Alcoholic beverages, illegal drugs, fireworks and metal detectors are prohibited except alcoholic beverages which are allowed in the Activity Center building premises only under a duly issued permit.
- The cutting, picking or destruction of any plant life is prohibited.
- No person shall utilize picnic pavilions during hours of posted reservation by the Parks & Recreation Department of the municipality.
- No person shall fail to observe any and all other posted regulations.
- The placement or erection of any sign, signboard, billboard, bulletin board, post, pole or placement of any kind of advertising in the park, without the consent of the Parks Director, is prohibited. A permit may be issued for the erection of temporary directional signs or decorations on occasions of public celebration and activities as authorized within said parks.
- To tease, annoy, disturb, molest, catch, strike, injure or kill any wildlife is prohibited. Fishing is not included in this list. The feeding of any bird or fowl shall occur only in areas designated by the Parks Director.
- The operation of a fixed or mobile concession, traveling exhibition, soliciting, selling, offering for sale, peddling, hawking or vending any goods or services is prohibited. Any of the foregoing activities may be allowed by permit for a sanctioned park activity as issued by the Parks Director or by a concession contract with the Parks Department and/or the Town.
- The erection of a structure, tents, shelters or inflatable playground equipment is prohibited unless a permit has been issued by the Parks Director.
- No person shall stay in a park after being directed to leave by a City Employee or Public Safety Officer.
- The removal, destroying, mutilation or defacing of any structure, monument, statue, vase, fountain, wall, fence, railing, vehicle, bench, lighting system, sprinkling system or other park property is prohibited.
- No person shall ride or drive any motorized vehicle of any kind, land sailing device, horse or other equine on, over or through any park. Skateboards, rollerblades and roller skates are restricted to designated areas.
- The use of profane or abusive language or to conduct oneself in a manner that interferes with the reasonable use of a park facility by the general public is prohibited.
- The conduct of a group rally of any kind as would conflict with any normal park usage is prohibited. A permit must be obtained in advance from the Parks Director for authorized use of parks' facilities to conduct any form of a group rally or function.
- No person shall build any fire in a park, except in areas designated by the Parks Department and set aside for such purpose.

ACTIVITY CENTER RENTAL POLICIES

RENTAL AREA AND PARKING:

Rental fees and deposits cover only the designated structure rented, plus on-site parking limited to the availability of spaces within L.L. Burns Park. (*i.e. Rental of the Activity Center does not entitle the renters to additional, exclusive use of pavilions, Splashground, etc.*) Parking is provided in L.L. Burns Park on a first come, first serve basis during regular hours. For after-(park)-hours use, renters are responsible for regulating traffic and parking within the parking lot and accessibility through the front gate to ensure exclusive parking for their guests.

INCLUDED IN RENTAL FEE:

Rental fees include the following: cleaning supplies, trash bags, trash cans. No other cleaning products other than those provided should be used within the Activity Center. Remaining cleaning supplies must be left on-premise to avoid charges being deducted from the deposit.

RENTAL EVENTS:

The rental use of this facility is for events, not on-going retail businesses or regularly scheduled events.

RENTAL PERIOD:

The rental period begins at the time designated on the Reservation Form but not before that time. If time is needed to set up, extra time should be rented to accommodate set up (and clean up). The rental period ends when the lights are out and the front door is locked. Extra time used that has not been paid for in advance will be deducted from the deposit.

PAYMENT:

The rental payment for any part of the facility at the Activity Center must be paid at the time the reservation is made. No reservation will be accepted without full payment of deposits and rental fees. No partial payments will be accepted.

501(c)3 ORGANIZATIONS:

A 501(c)3 organization registered as located within Cheatham County may rent part of or all of the facility once a year at a 50% discount on regular building rental fees for a charitable fundraising event. (This does not include presentation dinners, socials, etc.) No other discounts apply. Deposits remain at 100%. Proof of current 501(c)3 status will be required at the time the reservation is made. All other requirements and rental policies apply. Proof of insurance for the event must be provided. City staff will not be provided other than bringing tables and chairs and other equipment out of storage. All set up and clean-up work must be done by the organization.

DECORATIONS & CLEAN-UP:

Absolutely no nails or tacks or putty are to be used inside or on the outside of any park pavilion, The Activity Center, or other park facility. Nails are not to be used on trees, tables or fences. Decorations that attach by strings or another method of tying may be used as long as it does not damage the facility in any manner. Any confetti, glitter, rice, birdseed or similar type material must be completely removed from the facility as part of the cleanup. Any bubbles that might be used must be used over grass and not on any concrete surface. No silly string type products allowed in the Activity Center. Please do not release any helium balloons into the air, as they can have a negative impact on the wildlife. Any decorations used must be completely removed at the end of the event. At the end of the rental use, we ask that you please bag and remove all trash from the premises. Failure to comply may result in the forfeiture of the deposit.

The Town of Kingston Springs reserves the right to refuse facility rentals based on type of use, frequency of use, history of use or false statements. The Town of Kingston Springs will not refuse service based on sex, race, creed, national origin or religion.

ACTIVITY CENTER RENTAL POLICIES

CANCELLATION OF RESERVATION:

Events cancelled at least 7 days before the event will receive a refund of the rental fees, but not the reservation/deposit fee. Events cancelled less than 7 days before the event will forfeit all fees paid. Events cancelled at least 30 days before the event will receive a full refund of the rental fees and the reservation/deposit fee.

SMOKING POLICY:

The Activity Center is a non-smoking venue. Smoking will not be tolerated for any reason within the building, on the front porch, the back patio or within 50 feet of the building. There are designated outdoor smoking areas in the park that must be used. Failure to comply **will result in the loss of all deposits** for the renter and the violator being required to leave the premises for the remainder of the event. The renter is responsible for making sure that there are no violations during the event.

SECURITY SYSTEM:

The Activity Center interior and exterior is equipped with a state of the art security system that allows 24-hour camera monitoring and recording. At any time during an event, real-time monitoring by staff may be occurring. Tampering, adjusting or covering cameras or alarms is absolutely prohibited for any reason. Restrooms are not monitored.

INSURANCE REQUIREMENTS:

All users of the Activity Center are required to provide proof of liability insurance for the event that also insures the Town in the event of third party claims (*see below for insurance purchase options*). Users also may provide a printed insurance rider from their own insurance company declaring the Town as also insured. This insurance is required for all non-city events at the Activity Center. Insurance must be presented to the Town at least 7 days prior to the event.

INSURANCE INFORMATION:

To hold any event at the Activity Center, you are required to purchase event liability insurance. This will cover you in the event someone is injured and chooses to seek financial restitution through a costly lawsuit. It will also protect the Town of Kingston Springs from any liability during your event. This type of insurance is affordable and fairly easy to obtain.

There are several ways to obtain the insurance:

- Your homeowner's insurance company may issue event policies.
- Online through providers of TENANT USER LIABILITY INSURANCE POLICY (TULIP). This is a low cost insurance that protects the renter as well as the Town from claims arising from injuries by a third party
- You may solicit area insurance agents to see if they issue EVENT POLICIES.

In addition:

- You will need a policy that has a minimum value of \$1,000,000 (one million dollars).
- The Town of Kingston Springs, Tennessee must be listed as "also insured" on the policy.
- The policy must be presented to the Town (at City Hall) at least 7 days prior to the event. Failure to meet this deadline will result in the cancellation of the reservation and forfeiture of all deposits and rents.

There is no variance from this policy. Please do not put the Town's employees in an awkward position by requesting an exception to this policy. ALL Activity Center renters are required to have this insurance.

CITY PARK BALL FIELD RESERVATION POLICIES

GENERAL RULES:

- All Kingston Springs Park Rules apply to the Ball Field
- No alcohol allowed in city park, including ballfield area
- No tents, trailers, or other structures may be erected without prior approval from the town of Kingston Springs.
- Users of the Ball Field may not charge or require entrance or parking fees for events.
- The Town of Kingston Springs reserves the right to deny current and any future use of the facilities if you or members of your party do not follow/comply with all Park and Ball field rules and policies.

FIELD USAGE:

- Field is to be used for sport activity only (baseball or softball games, practices, etc). Use for other purposes such as parties or other gatherings is not allowed.
- Field lighting is available for an additional fee and must be requested at time of rental
- City Park closes at 10:00 PM and all activities, including activities at the ball park, must conclude prior to time of park closing.
- The town of Kingston Springs provides usual, regular maintenance of the ball field at City Park. If additional improvements are desired they must be approved by the Town's Parks Director who will determine if these improvements are possible, and if so, what party will make them.
- No alterations to the ball field are allowed without prior approval of the Town of Kingston Springs.
- No motorized vehicles (including, but not limited to, motorcycles, ATVs, four-wheelers, etc.), except those authorized by The Town of Kingston Springs, shall be allowed on any portion of any Town-owned recreational facility other than in designated parking areas.

FIELD CLOSURES:

- Closures may result from poor playing conditions due to rain or conditions which could cause hazardous safety concerns for the public or damage to the turf.
- Signs will also be posted at the park indicating that fields are closed.
- It is the renter's responsibility to obtain field closure information. This can be obtained by contacting the Kingston Springs Parks Director at 615-952-2110
- Severe inclement weather during the evening or weekend days may also cause field closures as determined by the Town staff.
- Fields that are closed due to poor conditions, maintenance, safety issues, etc. are off limits to use by anyone. Failure to comply with this procedure may result in termination of present and/or future field use.

ALCOHOL USE IN KINGSTON SPRINGS PARKS

Except during Town sponsored or co-sponsored special events authorized by the Board of Commissioners

Alcohol use in Kingston Springs Park is confined to events held at the L.L. Burns Park Activity Center. These events must be approved and in compliance with all requirements related to the use of the facility.

All applicable state and local laws pertaining to alcohol sales and consumption of alcohol apply. The Town of Kingston Springs is not responsible for any consequences of violations of these laws. Guests of an event with alcohol should be informed by the event sponsor of the consequences of violations.

The renter must provide an insurance policy to the town covering the users of the facility during an event and removing liability from the event sponsor and the Town of Kingston Springs.

Except during Town sponsored or co-sponsored special events authorized by the Board of Commissioners, alcohol may only be served and consumed within the “footprint” of the building, including porches and patios. At no time can alcohol be served or consumed in any other area of the park, including but not limited to, parking areas, walkways, trails, park benches, pavilions, etc. Violation constitutes a violation of the Open Container laws and is subject to all routine penalties.

The renter is fully responsible for policing the use of alcohol during the event. The Town reserves the right to have staff present or to inspect/police the use of alcohol at any event.

Beer consumption: The renter must acquire a special event beer permit from the Town’s Beer Board to SELL beer (cash bar) during his/her event. This permit may only be issued to a current Kingston Springs beer permit holder (for consumption) or to a state-permitted caterer. No permit is required if beer is not being sold.

Wine, alcohol and mixed drinks: No permit is required if the alcohol is not being SOLD through a cash bar to guests. If there is a cash bar for alcohol or “set ups” for alcohol, all permitting requirements required by the state of Tennessee must be met. A state issued catering license must be presented to the Town in order to have a cash bar for alcohol.

The Town reserves the right to require the renter to provide professional security, depending on the size of the event and the conditions under which alcohol is being served.

For events exceeding 100 people:

- Open bar – professional security required
- Cash bar – professional security required
- Champagne fountain only – no professional security required, DRP required*
- Beer only - no professional security required, DRP required*
- Beer and wine - no professional security required, DRP required*
- B.Y.O.B. – no professional security required, DRP required*

* DRP=designated responsible person. An adult over the age of 21 that has been designated on the application form as the person specifically responsible for overseeing/policing the use of alcohol at the event.

Signs must be posted regarding the prohibition of removal of alcohol from the premises. The Town will provide the signs, but the renter is responsible for maintaining that posting on-site during the event.

Under no circumstances may a minor be served any alcohol of any type by any person, including himself, for any reason on city property. Violation may result in applicable legal penalties and the forfeiture of all deposits to the Town for the use of the facility.

Persons **servicing or consuming** alcohol must be 21 years of age.