



FACILITY USE AGREEMENT

Applicant Name: Date: Address: City: State: Zip: Cell: Home: Business: Organization: Number of Attendees: Requested Facility: Event Date: Start Time: End Time: Purpose: On-site contact: Phone:

This person should make contact with City Employee upon arrival

FEES AND CHARGES

(Note: Rental hours must include set-up and break down time.)

Youth and Family Development Center Rental Hours

During business hours times are as follows Monday—Friday 11:30am-8pm & Saturdays 10am-6:30pm. After business hours times are as follows Monday—Friday 8pm-10pm, Saturdays 6:30pm-10pm & Sundays 9am-10pm. PLEASE NOTE: Brainerd, South Chattanooga and Hixson YFD Centers times are listed below. During business hours times are as follows Monday—Friday 9am-8pm & Saturdays 10am-6:30pm. After business hours times are as follows Monday—Friday 8pm-10pm, Saturdays 6:30pm-10pm & Sundays 9am-10pm.

* Indicates Two (2) Hour Minimum

Please list the total number of hours needed for each room requested:

- * Multi-Purpose Room \$40 first 2 hrs. / \$20 each additional hr. # of Hours: Amount Due: (During business hours)
* Multi-Purpose Room \$50 first 2 hrs. / \$25 each additional hr. # of Hours: Amount Due: (After business hours)
* Gym \$80 first 2 hrs. / \$40 each additional hr. # of Hours: Amount Due:
* Indoor Pools \$90 first 2 hrs. / \$45 each additional hr. # of Hours: Amount Due:

Saturday indoor pool rental from 10:45 am to 12:45 pm or 3:45 pm to 5:45 pm (available September through May ONLY) (June & July rentals only if schedule permits)

Total Fees:

CANCELLATION

The City of Chattanooga retains the right to terminate this agreement in its entirety, at any time or date that is deemed necessary or desirable to do. If the City partially terminates this agreement, user shall be entitled to a pro rated refund in an amount to be determined by the City of Chattanooga at its sole discretion. If the user cancels a reservation 30 days or more prior to the scheduled event, the user shall be entitled to receive a full refund of all fees paid. If the user cancels a reservation less than 30 days prior to the scheduled event, the user shall not be granted a refund of any fees paid hereunder.

DEFAULT

If User shall at anytime be in default under the terms of this agreement, the City of Chattanooga shall have the right to terminate the agreement and thereupon user shall vacate the Facility immediately. User shall have no right to any refund of any fees hereunder.

Applicant (Print Name) Signature Date

Departmental Use Only - DO NOT WRITE BELOW THIS LINE - Departmental Use Only

Amount Received: Fee Waived: Yes [] Administrator:

Note: Chattanooga City Council is the ONLY authorized body to approve waived fees.

Rental Receipt # Money Order # Check #

City of Chattanooga Authorized Representative Date

Manager/Administration Approval Date

City of Chattanooga
Department of Youth and Family Development
RENTAL POLICY FOR YOUTH AND FAMILY DEVELOPMENT (YFD) CENTERS AND INDOOR POOLS

RENTAL POLICY FOR YFD CENTERS AND INDOOR POOLS

- 1.) A Facility Usage Agreement is required at least 2 (two) weeks prior to your reservations.
- 2.) **Make money orders or check payable to "City of Chattanooga". A permit can be mailed or brought to the YFD Recreation Office: Address: 1102 South Watkins Street Chattanooga, TN 37404. It will take four to six weeks for cancellation refunds.**
- 3.) Note: When the reserving party rental extends beyond the facility's normal working hours, the reserving party will be charged the higher rental rate.
- 4.) All reservations requiring the application process will also require the signing of a hold harmless agreement by the reserving party.
- 5.) Written permission must be sought at least two weeks in advance from the recreation facility's manager and is subject to final approval by management.
- 6.) Parks and Recreation employees must be on duty during the use of facility.
- 7.) Set up and cleanup is to be included in requested reservation time. Cleanup is the responsibility of the reserving party and includes:
 - a. Removal of all decorations.
 - b. Collecting and placement of all trash to designated area.
 - c. Set up and break down of tables and chairs are also the responsibility of the reserving party.
- 8.) No drugs, alcoholic beverages or weapons are allowed on City property.
- 9.) If security is deemed necessary by the City of Chattanooga for an event, it is the responsibility of the user to have off-duty police officers, assigned at users expense. Names of the police officers are to be provided one week in advance of the event. Event will be canceled or delayed if security is not in place at the start of the event.
- 10.) Groups reserving outdoor areas may be required to provide portable toilets, security, and or dumpsters at their expense.
- 11.) All rental fees must be paid in full at least two (2) weeks before event. If other areas/rooms are needed, there will be an additional charge fro them.

IN WITNESS HEREOF, The undersigned person and /or organization hereby agree to defend and indemnify the City of Chattanooga for claims arising out of the proposed event and to provide proof of public liability insurance in which name the City of Chattanooga and its employees as coinsure if requested by an Authorized Representative of the Department of Youth and Family Development. This determination will be at his/her discretion based upon the nature and scope of the event requested. The undersigned person and/or organization for themselves and their members hereby waive any claim it may have against the City, its agents and employees, for losses or injuries to themselves or their property arising out of the proposed event at the facility.

I have read and fully understand each point of the policy information sheet including the condition for obtaining refund of fees.

Applicant's Signature: _____ Date: _____

City of Chattanooga Authorized Representative: _____ Date: _____

City of Chattanooga
Department of Youth and Family Development
FACILITY USE AGREEMENT

12.) The City of Chattanooga Department of Youth and Family Development will provide NO equipment for a reservation other than that which is available at the facility. Any additional equipment must be provided by the organization or individual reserving the space. Reserving party is responsible for microphones, sound equipment, stages/platforms, etc. Rental companies are suggested for any additional equipment needed.

13.) Recreation centers may be used for the following purposes: Functions for teens may require additional security. These functions will be by invitation only.

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|-------------------------------|--|--------------------------|
| 1. Birthday Parties | 2. Weddings and Receptions | 3. Family Reunions |
| 4. Bridal and Baby Showers | 5. Anniversary Parties | 6. Neighborhood meetings |
| 7. Civic and Community Groups | 8. Activities sponsored by other governmental agencies | |

9. Community information meeting held by Federal, State or Local Public officials.

Request for fund raising events will be granted only to nonprofit groups and only before or after regular operating hours (Nonprofit status is defined as any group holding a 501 (c) (3) tax exemption by the Internal Revenue Services of the Federal Government.) Proof of tax exemption must be shown.

14.) Recreation facilities may not be used for the following purposes:

1. Commercial organizations and/or individuals seeking to make a profit or sell merchandise for personal gain.
2. Religious services or political rallies unless approved by the Department Administrator in the event of political rallies, proof that all candidates were invited to participate must be demonstrated.
3. Gambling or other illegal activities.
4. Activities that would provide or permit the use of alcohol or drugs.
5. Activities that might endanger the lives and safety of others or damage facility.
6. Activities or events that are deemed detrimental to the overall good of the community.

I have read and fully understand each point of the policy information sheet including the condition for obtaining refund of fees.

Applicant's Signature: _____ Date: _____

City of Chattanooga
Department of Youth and Family Development
FACILITY USE AGREEMENT

15.) Extended Reservations

The Center's facility is intended to be made available to many different groups and users, continuous use by an organization limits this opportunity for others. Reservation request for more than one-time use must be submitted to the Department Administrator. A letter may be required explaining more fully the request.

A. Extended reservation may be approved by the Department of Youth and Family Development Administrator for a three-month period only. On a continuous use agreement the city reserves the right to postpone any schedule in order to adhere to the balance and fairness to other citizens request for use. Individuals/groups may reapply the next working day after their last reservation.

16.) Lost or damaged items

The City of Chattanooga is not responsible for any lost or damaged items or injury related to any rental or reservation on the City of Chattanooga premises. The applicant agrees to hereby expressly release, and hold harmless, the City of Chattanooga from all claims for such loss, damages, or injury what so ever as may be sustained or claimed by any person using the facilities during such rentals.

17.) Pool Rental Information Brainerd and South Chattanooga Facilities

1. All pool parties must be booked at least two weeks in advance of the scheduled rental date.
2. Max pool capacity is 25 people.
3. No eating or drinking on pool deck.
4. Children under the age of 6 must be accompanied by an adult in the water.
5. Parties may not be scheduled during open swim times.
6. All lifeguard staff will be provided by the City of Chattanooga.
7. Payment by check or money order only

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Applicant's Signature: _____ Date: _____