



Program/Event Proposal Form

In order for any person to be considered to use the community center or another Town of Farragut facility to operate a program or activity, the completion of this form in its entirety is required and should be submitted to Merritt Piper at mpiper@townoffarragut.org. Once submitted, the proposer will be contacted by the Parks & Recreation Department to discuss the information that has been provided and to provide information on the process thereafter.

Date Submitted: _____ Business Name (if applicable): _____

Primary Contact Name: _____

Mailing Address: _____ City: _____

State: _____ Zip: _____ Website (if applicable): _____

Email Address: _____

PROPOSAL INFORMATION

Name of Program/Activity Proposed: _____

Proposed Day of Week: _____ Proposed Time of Day: _____

Estimated Begin Date of Program: _____ Estimated End Date of Program: _____

Total Duration of Program: _____

Maximum Allowable Attendance of Class/Activity: _____

Minimum Allowable Attendance of Class/Activity: _____

Who can attend the class? Programming specifically for seniors will be redirected to the West Knox County Senior Center.

Adults (please specify age) _____ Children (please specify age) _____

Is there a charge per class (the Town of Farragut requires a split in cost for fee-based classes)?

Yes

No, this program is FREE

If yes, please describe the program fee: _____

Activity/Program Instructor Name(s) and contact information if different from above:

Program/Activity Description: Please provide a brief description of what type of activity you are requesting along with goals, materials needed, special setups, etc.

Please specify which Town of Farragut facility you are requesting (Community Center, park pavilion, etc).

Will this program be open to the public? If yes, the program will be included in TOF marketing, schedules and social media; registration administration and setup are also included. If no, you may be redirected to rent a facility with Parks & Recreation staff.

Yes No

In exchange for myself or those in my organization being permitted to use the board room, community center classrooms, and/or any other public areas of the Town Hall or Community Center, it is understood and acknowledged by my signature below that I and/or the individual members of the organization have agreed that they will not hold the Town of Farragut liable for any loss or damage resulting from accidents or injuries sustained to person or property, or from theft of property which may occur during use of the facilities of the Town of Farragut.

By signing below, I acknowledge that I understand and/or have informed the organization that will be using the facilities of the terms and conditions spelled out herein upon which the Town of Farragut has consented to the use of the facilities; and that I and/or the members of the organization have agreed to those terms and conditions and authorized me to sign on their behalf.

By signing below, I and/or those in my organization agree that no person in the United States shall, on the grounds of race, color, national origin or disability, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving federal financial assistance.

By signing below, I and/or those in my organization agree that they will report any accidents, incidents or deficiencies with the physical facility during the event to the Town of Farragut staff person on duty or if staff is not present, will report the accident, incident or deficiency within 24 hours to Janet Curry at the Farragut Town Hall, 865-966-7057.

It is the policy of the Town of Farragut not to discriminate on the basis of race, color, national origin, age, sex, or disability pursuant to Title VI of the civil Rights Act of 1964, Public Law 93-112 and 101-336 in its hiring, employment practices and programs. To request accommodations due to disabilities, please call 865-966-7057 in advance of the meeting.

Signature: _____

Date: _____

Upon completion of this form, a decision will be made on your program. It is the goal of the Town of Farragut to remain business friendly and not to compete with our local businesses. If you find that we are not offering certain programs in the community center, you may be able to find them somewhere else in the Farragut community. The Town of Farragut will not offer duplicate programming of local businesses or its current instructors.