



**Roane County Parks and Recreation**  
**Facility Use Application**  
3515 Roane State Highway, Harriman, Tennessee 37748  
Phone 865-882-2640

NOTE: YOU MUST CONTACT THE RESERVATION COORDINATOR AT  
(865) 882-2640 TO MAKE SURE THERE ARE NO CONFLICTING  
RESERVATIONS.

Reservation Date Requested: \_\_\_\_\_ Time Requested \_\_\_\_\_

Facility Requested: \_\_\_\_\_

Name of Organization or Individual: \_\_\_\_\_

Person in Charge: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

Purpose of Use: \_\_\_\_\_

Total Participants Expected: \_\_\_\_\_ Adults: \_\_\_\_\_ Children: \_\_\_\_\_

The undersigned is over 18 years of age and has read this form and the Facility Use Requirements and agrees to comply with them. He/she agrees to be responsible to Roane County for the use and care of the facilities. In consideration of the privilege of using the aforesaid Facility and Roane County Park Property, the undersigned, on behalf of himself/herself, and on behalf of \_\_\_\_\_, does hereby release, indemnify and hold harmless Roane County, Tennessee, its officials, officers and employees, from all liability for any loss or injury to person and/or property, arising out of or in connection with the actual or proposed use of Roane County Park property, facilities and/or services by \_\_\_\_\_. Further, the undersigned does hereby covenant and agree to defend, indemnify and hold harmless Roane County, Tennessee, its officials, officers and employees, against any and all liability, loss, damages, claims or actions (including costs and attorneys fees) for bodily injury or property damage arising out of or in connection with the aforesaid person's actual or proposed use of Roane County Park facilities and/or services.

\_\_\_\_\_  
Signature of Organization's Representative

\_\_\_\_\_  
Date

\_\_\_\_\_ Cottage Usage: \$10 per hour fee enclosed, (3 hour minimum), make checks payable to Roane County Park.

\_\_\_\_\_ Shelter Usage: \$7.50 per hour fee enclosed, (3 hour minimum), make checks payable to Roane County Park.

# Roane County Parks and Recreation

## FACILITY USE REQUIREMENTS

The use of all Recreational and Parks facilities shall be subject to the approval and rules of the Sports Recreation Committee of the Roane County Commission and administered by the Director of Parks and Recreation.

1. Non-commercial organizations and individuals wishing to use County facilities shall first apply to the Director of Parks and Recreation on the prescribed form. The Director or his/her designee has final authority on approval.
2. In the event of inclement weather, the Director or his designee has the final authority on whether facilities are usable
- 3. Intoxicants shall NOT be brought onto County facilities at any time.**
4. All posted rules must be adhered to, no exceptions.
5. Profanity, objectionable language, disorderly acts or illegal activities of any kind are absolutely prohibited, and those violating this prohibition will be ejected from the premises.
6. Any damage to County facilities shall be promptly repaired at the user's expense. No exceptions.
7. Organizations using the facilities must clean-up afterwards. Make sure all doors are locked and lights are turned out when leaving if you are the last cottage reservation of the day.
8. Permits may be revoked at any time.
9. Any organization involving youth requires the presence of adequate adult supervision, over age 18, at all times.
10. The emergency telephone number for police and fire is 911. The appropriate authority must be contacted in the event of an emergency.

**In the event of an accident, please call the business office at (865) 882-2640.**

Failure to meet all the above requirements or failure to follow all posted rules will result in the loss of your use permit.

# Decorations Monitoring and Policy

- No confetti or silly string to be used in the park
- Do not use tape, tacks or any other fastener on the walls or furniture.
- Cork strips are provided to attach decorations to the walls in the cottage
- Hooks are provided on the light fixtures for tying in the cottage

**REMOVE ALL DECORATIONS AT THE END OF  
THE EVENT**

**FAILURE TO COMPLY WILL RESULT IN LOSS OF  
FUTURE RESERVATION PRIVILEGES**

**At the end of your event in the cottage:**

1. Sweep
2. Mop
3. Take trash to dumpster
4. Return chairs and tables to the original locations
5. Remove all decorations
6. Wipe down tables and countertops

*Cleaning supplies are located in the closet*