

# 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*