



# South Pittsburg Parks and Recreation

## Facility Reservation Form

Please mail form to P.O. Box 705, South Pittsburg, TN 37380  
Forms may also be dropped off at city hall, the parks and recreation department office (315 Elm Ave.), or  
faxed to (423) 228-3186.

All reservations must be made within seven (7) working days prior to rental date.

Reservations are taken on a first-come, first-serve basis.

Name \_\_\_\_\_ Today's Date \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Phone (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

(Cell # during event) \_\_\_\_\_ E-mail \_\_\_\_\_

Name of Organization or Group (if applicable) \_\_\_\_\_

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

Purpose of Rental \_\_\_\_\_ Estimated Attendance \_\_\_\_\_

Date of Rental \_\_\_\_\_ Time of Rental \_\_\_\_\_  
a.m. p.m. to \_\_\_\_\_ a.m. p.m.

### Park Policies

- Park shelters are open from daylight to dark unless otherwise reserved or posted.
- Park shelters must be cleaned and returned to original conditions after a reservation.
- Removal of picnic tables from the shelter area is prohibited without permission from the parks and recreation department.
- Skateboarding, inline-skating, and bicycles are prohibited on picnic tables or under the shelter area.
- No alcoholic beverages are allowed.**
- No glass containers are allowed in the park.**
- Please no pets in the parks.
- Music must not be loud or offensive to the public. Some pavilions are within a residential area; please respect the neighbors of the pavilion.
- Parking is allowed only in designated areas on the street. Please do not park your vehicle in the park.
- Vendors, soliciting, signs, and other advertisements are prohibited without proper permission.
- The individual who signs the reservation form is solely responsible and answerable for any and all damage, accidents, or injuries to persons on property resulting from his/her use of the pavilions.
- All rules and regulations governing the use of the park must be obeyed. Failure to comply may result in permit revocation.

I have read, understand, and agree to the guidelines and regulations stated in the park policies. By my signature I agree to hold harmless and indemnify the City of South Pittsburg, its officials, agents, and employees from all claims arising from the use of park facilities resulting in personal injury or property damage. The Parks and Recreation Department reserves the right to nullify any reservation due to circumstances beyond their control.

Renter's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

SPRD Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_