



Application for Southeast Regional Community Center Usage Permit

This form is required for all community center facility reservation requests.

For Official Use Only

Staff: _____

Deposit: \$ _____

Deposit Receipt: _____

Remaining Balance: _____

\$ _____

Date Application Submitted: _____
Individual Making Application: _____
Address: _____
City/State/Zip Code: _____
Phone: _____ E-mail: _____

Specific Rooms/Areas Requested:

Rates are per hour.

(After Hour Rentals—minimum of 3 hours)

Davidson Co. Residents

Non-residents

☐ Clubroom 1 (w/kitchen) **(30p)**

\$ 60.00

\$ 72.00

☐ Large Clubroom 2 **(100p)**

\$100.00

\$120.00

☐ Clubroom 3 (w/sink) **(40p)**

\$ 45.00

\$ 54.00

☐ Gymnasium **(654p)**

\$125.00

\$140.00

☐ All of Above*

\$300.00

\$310.00

☐ Upstairs Terrace (includes Catering Kitchen) **(100p)**

\$100.00

\$120.00

*Fitness and game room areas are not available for private reservations.

Date of Requested Use: _____

Arrival Time: _____ Event Time: _____ Event End Time: _____

Departure Time: _____

Note: Any set-up and clean-up time (taken out the trash, putting tables and chairs back up, and mopping) must be included in the reservation period.

Description of Proposed Activity: _____

Expected Maximum Attendance*: _____

***Reservations exceeding 100 people will be charged an additional \$75.00 cleaning fee.**

Southeast provides tables and chairs for each area.

Clubroom 1 (5 round tables, 3 rectangle tables & **30** chairs)

Clubroom 2 (15 round tables, 5 rectangle tables & **100** chairs)

Clubroom 3 (8 round tables, 3 rectangle tables & **40** chairs)

Terrace (15 round tables 3 rectangle, 5 long tables & **100** chairs) **The party is responsible for moving outside tables.**

Special Table Requests: _____

(These requests are considered, not guaranteed, and are based on the reserved room, availability, and space.)

Indicate if the proposed activity involves any of the following **(May require additional fees, processes, and approvals):**

Amplification/DJ ☐ Fundraising ☐ Admission Fees ☐ Entry/Registration Fees

☐ Selling of Concessions/Merchandise ☐ Any Marketing/Sales Activities ☐

Bounce Houses or any Additional Vendor Equipment ☐ **Note: May require \$1,000,000.00 liability insurance policy.**

Will the activity or event be advertised or promoted to the public? Yes ☐ No ☐

If so, please attach a copy of any press release, flier or hand-out associated with the event.

All applications for the reserved use of a community center are subject to approval by the Facility Manager and/or the Superintendent of Recreation, based on compliance with Park Board policies and the availability of facilities and staff.

Some activities may require additional staff or security, and additional fees may apply. Certain activities may also require Park Board approval.

By signing below, the applicant agrees to adhere to all Park Board policies, facility rules and established fees published on the web at

<http://www.nashville.gov/Parks-and-Recreation> and/or specified on this application.

Applicant Signature: _____ Date: _____

Metro does not discriminate on the basis of age, race, sex, color, national origin, religion, or disability in admission to, access to, or operations of its programs, services, or activities. For inquiries, call (615) 862-8400.



FOR ADA ACCOMMODATIONS, PLEASE CALL (615) 862-8400.

-----Below for official use only-----

Accepted and Approved by Metro Parks ☐ Disapproved ☐

Facility Manager		Date	
Superintendent of Recreation		Date	
General Services		Date	

Policies, Procedures and Fees for Reserving Community Center Facilities

A complete description of Metro Park Policies and Fee Schedules can be found on the web at:

<http://www.nashville.gov/Parks-and-Recreation/About-Us/Park-Board.aspx>

General rules for the private rental use of community centers:

- **Alcohol, drugs, and weapons are prohibited in community centers at all times.**
- Community centers are smoke-free. Smoking is allowed in designated outdoor areas.
- Furnishings provided by the center are limited to tables and chairs currently on inventory at the center. Any additional tables and chairs must be provided by the reserving party.
- Set-up, break-down and clean-up time (**taken out the trash, putting tables and chairs back up, and mopping**) must be included in the reservation rental period.
- All areas used must be returned to the condition they were in prior to the rental period.
- All trash, decorations and other items brought in by the reserving party must be removed from the building.
- Special equipment brought in for events (i.e., inflatable play structures) requires a certificate of liability insurance coverage of \$1 million. (This is generally available from the rental company)
- Reserving parties are financially responsible for any damage to facilities or equipment during the reservation period.

Procedures for making Southeast Regional Community Center Reservations:

It is the policy of the Park Board that community center facilities may be rented by individuals or groups for private functions during times when the facilities are not otherwise open to the public or required for park operations. Reservations for facility rentals may be made in person or by phone with the facility manager and are subject to the following procedures:

- Reservations may be made up to 12 months in advance, with a non-refundable deposit equal to the first hour's rental fee. The balance is to be paid at least three-business days prior to the event.
- Payments must be made in person at the requested community center. Only cashier's check, cash, credit card or money order can be accepted.
- All reservations must be for a minimum of three-hours, and in one-hour increments. Any partial hour of facility use will be charged at the full-hour rate.
- For recurring events, such as church services and regularly scheduled meetings, an annual agreement may be requested in cooperation with the facility manager.
- Activities involving large groups (over 100) and/or high-risk times of day may require the reserving party to provide security at their expense. All security plans must be approved by Metro General Services contracted security company
- Additional fees may be required for events that involve the following:
 - independent athletic leagues
 - invitational tournaments
 - commercial activities
 - Park Board approved fundraising activities
- Permits to use a facility for a fundraising event may be requested at least 60 days in advance by the following:
 - organizations with a permit from the Tennessee Charitable Solicitations Board
 - educational institutions, organizations with IRS 501(c)3 status
 - candidates for public office

Thank you for choosing Southeast Regional Community Center to have your event.
The remaining balance of \$ _____ is due by _____ no later than 5:00pm.
If payment is not received by the due date and time, the reservation will be cancelled, and deposits are NON-REFUNDABLE.

Please initial that you have reviewed the policies and procedures listed above. _____

If you have any questions or concerns, please call (615) 862-8902.
Thank you for your patronage, and we look forward to serving you here at
Southeast Regional Community Center!

