

**CITY OF NORRIS**  
**FACILITY RESERVATION APPLICATION**  
**POLICIES AND PROCEDURES**

The use of the Norris Community facilities is intended for the residents of Norris, their guests, and programs relating to community members. Reservation fees are based on two criteria; group classification and event location. Reservations and fees must be made two weeks in advance of use. No reservations will be accepted more than 1 year in advance of an event.

**Applicant Information**

Name:	Email:
Address:	Group Affiliation:
Phone:	Fee Amount: \$ _____ Date Paid:    /    / Receipt#: _____ Cash / check#

**Facility Reservation Information**

*Is this a recurring event? Yes No*

<b>Location / Description</b>	<b>Date</b>	<b>Start Time</b>	<b>End Time</b>	<b>Daily Rate</b>
<b>Community Center - Meeting Room</b> 20 Chestnut Drive				<b>\$60.00</b> Class: I II III (see back pg)
The Community Room is an ideal meeting room for groups of 20-80 people. Eight-foot folding tables and padded chairs are available. The kitchen is available for use and it comes equipped with a refrigerator, stove, microwave, coffee pot, and dishwasher. An extra fee of \$20.00 will be added to reserve the Gym with the Meeting Room.				
<b>Community Center - Gym</b> 20 Chestnut Drive				<b>\$60.00</b> or <b>\$20.00</b> with rental of Community Meeting Room. Class: I II III (see back pg)
The gym is 6,300 square feet of floor space. Ideal for dances, parties, or meetings of up to 200 people. The Gym also offers the following equipment; metal folding chairs, eight-foot tables and a 12 X 16 stage.				
<b>Lions Pavilion -</b> <b>5 Norris Square</b>				<b>\$60.00</b> Class: I II III (see back pg)
The outdoor covered shelter with restroom facilities is 54 ft. by 54 ft. and can accommodate large groups. Lighting is provided for evening activities. Picnic tables with attached seats are available for group use; electrical outlets are located at each end of the pavilion. Restrooms are <b>available approximately April 1<sup>st</sup> through October 31<sup>st</sup></b> , and are <b>winterized approximately November 1<sup>st</sup> through March 31<sup>st</sup></b> . The McNeeley Building restrooms are available year-round with the key check out at the Public Safety Building.				
<b>Lions Pavilion Stage –</b> <b>5 Norris Square</b>				<b>\$60.00</b> or <b>\$20.00</b> with rental of the Pavilion (see back pg)
The Lions Pavilion Stage sits directly beside the covered Pavilion. Norris Middle School has first priority for use and the stage cannot be reserved during school hours or during school functions. Please allow up to 3 days for approval and verification of availability.				

**Special Instructions for Set-up:**

## Policy Information

### Fees and Classifications

**CLASS I - NO FEE:** Official city meetings of boards and commissions – Local churches - Boy Scouts and Girl Scouts – Woman’s Club – Lion’s Club - local clubs of special interest, and organizations sponsoring fund-raising activities; *net proceeds of which are for community improvements.*

**CLASS II\*:** Private functions (parties, birthday parties, receptions, teas, banquets, dances, family re-unions etc.). Organizations sponsoring fund raising activities; *net proceeds of which are to be used for restricted group use\*\*.*

**CLASS III\*:** Locally sponsored commercial ventures, *net proceeds of which are for individual or personal gain\*\*.* Locally sponsored commercial venture use includes recreation or physical fitness-oriented programs. Re-occurring Class III rentals cannot be scheduled more than ninety (90) days in advance.

\*Fee schedule on front page

\*\*Class II and Class III rentals shall be 30% of Gross or the standard room charge, whichever is greater.

All rates are for a minimum 5-hour continuous usage time slot. An overtime charge of \$15.00 per hour will be made for each hour in excess of 5 hours. An additional charge shall be made when services are required to do extra duties in preparation of use of the facility, or in cleaning after use of the facility.

### Instructions for all facilities

- Pick up and return key to the Public Safety Building.
- NO ALCOHOL beverages shall be permitted/consumed on any City Property.
- All facilities are smoke/tobacco free.
- Bounce house(s), or inflatables, allowed at Pavilion ONLY; must be noted in ***Special Instructions*** section.
- Keep music to a level as to not disturb residents or surrounding areas.
- Turn off all lights, clean-up and REMOVE all trash before leaving the area.
- Minors under the age of 18 will not be allowed to use the space unsupervised.
- All events must end by 11:45 unless authorized by City Manager.
- *Users of the Town Center Pavilion shall abide by the rules and regulations of the City of Norris and the State of Tennessee.*

### Damages

If you, or your group, cause damage to the any facility that you are renting, please inform Norris Public Safety immediately at 494-0880. In addition, we ask that you call the city office the next business day at 865-494-7645.

*The person making a reservation for a group, club, or organization is responsible for ensuring the codes of the City of Norris are upheld, as well as the safety of party members within the group function. You agree to pay for any damages that occur to the facility during the time of rental. By signing below, you agree to all terms.*

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

-----**OFFICE USE ONLY**-----

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Date entered into Google calendar: \_\_\_\_\_

Notified Public Works (if applicable): Date: \_\_\_\_\_ via email / phone

Notified PD (if applicable): Date: \_\_\_\_\_ via email / phone

*Have a safe and fun time during your use of our facilities.*

Admin Staff, City of Norris