

## REQUIREMENTS FOR TOURNAMENT AND SPECIAL EVENT USE OF CITY-OWNED RECREATIONAL FACILITIES

1. To reserve a facility on a desired date, submit a facility request form to the Department of Recreation & Parks for review and approval. If the request is approved, a \$50.00 deposit will be required to confirm the reservation.
2. Upon approval of a facility request, a document will be provided by the City to serve as a liability release, assumption of risk and waiver of all claims against the City in agreement for the use of City facilities. It is required that this signed agreement be returned to the Department of Recreation and Parks by the event coordinator.
3. A Certificate of Insurance in the amount of \$1,000,000 covering all activities conducted on City facilities and naming the City of Oak Ridge as an additional insured party is required with each facility request.
4. Each participant must sign an Oak Ridge Recreation and Parks Roster and Medical Release Form before he/she participates. This form also serves as a notice of potential injury and a hold harmless form. The City will provide these forms.
5. Copies of the Tournament brackets or Event Schedule must be submitted to the Recreation and Parks Department no later than 48 hours prior to the event.
6. A \$50 cleanup deposit is required for any event where concessions will be sold. Cleanup of the site(s) must be completed by noon the following day. All trash must be removed from the site.
7. Tournament and Special Event fees are billed by the day or the  $\frac{1}{2}$  day and are based on User Classification.

The City of Oak Ridge, Department of Recreation and Parks

Date of last revision: March, 2011