



TOWN OF KIMBALL
 675 Main Street Kimball, TN 37347
 Phone 423-837-7040 Fax 423-837-1039
 Police Department – Non Emergency 423-837-7554
 In Case of Emergency – Call 911

Mayor Rex Pesnell Vice-Mayor Jerry Don Case Alderman John Matthews Alderman Teresa Lofty Alderman Johnny Sisk

Kimball Municipal Building Building Use Request

Requested by: _____ Date of Event: _____

Address: _____ Wireless !649main!

Check Number/Cash _____ Key Number _____ Key Returned Yes / No

To reserve the building requires \$150.00 deposit within seven (7) days of reservation, nonrefundable unless notified 72 hours before the event. Deposit must accompany Request Form.

Keys to the building will be furnished up to three days in advance of the event. This does not imply authorization to enter the building before your scheduled day as the facilities are often reserved for use by other individuals. This is merely offered for your convenience. Do not enter the facility on a day other than your reserved day or days. The renter is responsible for securing the entire building when the event is over.

Usage Time: 1:00 a.m. – 10:00 p.m. Capacity – 100 (Estimated 25 tables and 100 chairs)

Primary Contact _____ Phone _____

Alternate Contact _____ Phone _____

Description of event _____

Use Agreement

- Cameras are on the premises for security and monitoring.
- All users must gather and empty all trash cans (kitchen, bathrooms, main room) place trash outside in the trash cans.
- In an effort to maintain a clean building for public usage, the town will enforce that no decorations, wall hangings, or any other items may be taped, stapled, glued or in any way fastened or adhered to any walls, windows, ceilings, or fixtures. Please place table decorations only or bring in portable stands for your decorations such as easels or other similar items.
- The town does not allow activities that can cause any damage to the walls, floors, or any other parts of the building.
- Sanitize kitchen area/stove. Follow cleaning instructions on the wall/counters sanitize usage areas countertops/etc.
- Wipe off all tables/chairs with sanitizing cloths. Bring your own cleaning supplies and Hand sanitizers.
- All items must be taken with you at the end of the usage check the refrigerator/freezer and take your items.
- The building should be left in the same manner as found. Please leave tables and chairs out.
- The floors must be cleaned.
- Thermostat control should be set on 75 in the summer months & 65 in the winter.
- Lights should be turned off and doors locked.
- The key can be returned to Town Hall during normal business hours or put in the drop box located at Town Hall. If the key is not returned a \$25.00 fee will be charged.
- The renter is completely responsible for the behavior of & damage caused by anyone attending the function.
- Any failure of equipment or damage to the property should be reported to Kimball Town Hall within 24 hours.
- The Town is not responsible for any equipment or other property left at the facility at any time. Property left for 30 days will be deemed abandoned and disposed of in a manner deemed appropriate by the City. Excluding items left in the refrigerator these will be disposed of immediately.
- Failure to comply with the rules for facility use may disqualify the user from further use of the facility.
- Collections of money or goods shall not be permitted, nor shall any function be held herein for which tickets of admission have been sold except upon special permission of the City.

Within the facility there shall be: **No smoking of any type of item that lets off a vapor, No alcoholic beverages or drugs, No gambling, No profane/abusive language or music, No dangerous or high risk activities, No pets, No children in kitchen area and Children and youth MUST be supervised by a responsible adult (age 21 or older)**

The Town of Kimball shall not be responsible for any personal losses, accident, or disabilities. The applicant and their participants shall indemnify, hold harmless, and release the Town of Kimball from any and all liabilities.

Signature _____

Date _____

Town of Kimball Parks and Recreation Pavilions/Barn and Municipal Buildings COVID-19 Opening July 1, 2020

All Kimball Facilities will reopen for public use and reservations will begin on July 1, 2020. The town has been following guidelines to keep the COVID-19 pandemic at a minimum in our area by keeping our facilities closed for rental until this time.

Please note there are additional requirements in relation to the COVID-19 that as the person making the reservations you will be responsible for in order to be allowed to continue with your use of the public property.

First and foremost, the barn/pavilion/municipal building will need to be cleaned prior to and after your usage. **Once again, that is the space will need to be sanitized by the person making the reservation before and after the usage.** Please bring your own supplies to sanitize the area.

ALL social distancing and sanitation protocols will still be in place. Please wash your hands in the available restrooms and/or be sure to bring your hand sanitizer to keep yourself and your family safe.

IF YOU SEE THAT THE PLAYGROUND AREAS HAVE AN EXCESSIVE NUMBER OF PEOPLE, PLEASE DO NOT STAY OR ALLOW YOUR PARTY TO ADD TO THE AREA, YOU MAY HAVE TO MAKE OTHER ARRANGEMENTS

Guidelines for use

1. Follow CDC Guidelines
2. Follow the Tennessee Pledge
3. Maintain social distancing
4. No events that create a close contact or limit social distancing
5. Do not move tables or if you move them please place them back under the pavilion or barn
6. Have hand sanitizer available for your guests
7. Disinfect and clean common surfaces prior to & during your event (in addition to Park staff cleaning)
8. Encourage guests to wash hands before, during, and after event
9. Facemasks are strongly encouraged

Please note that you are renting the pavilion/barn/municipal building only, not the entire park.

Important links

- How to protect yourself <https://www.cdc.gov/coronavirus/2019-ncov/prepare/prevention.html>
- If you think you are sick <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>
- [Symptoms and Testing \(Spanish version\)](#)
- [Information on assessment sites from the Department of Health](#)
- [CDC Guidance](#)
- [The President's Guidelines for America](#)
- [Tennessee Pledge](#) - Governor Lee's plan to Reopen Tennessee

Signature

Date