



Permit Program Policy

Ijams Nature Center experiences high demand for use of the property by a variety of commercial and non-profit entities. In order to effectively manage the commercial and non-profit use of the trails, parking lots, and facilities, Ijams Nature Center has established the following policy. This policy applies to events, sessions, workshops, etc. that are led by instructors other than Ijams Nature Center staff, volunteers, and/or vendors, and take place on any Ijams Nature Center property, i.e. Permit Programs. The goal of Ijams' Permit Program Policy is to promote successful partnership between Ijams Nature Center and local providers, while ensuring the safety of participants and the overall experience of Ijams Nature Center visitors.

Obtaining a permit for your program can be done in a few easy steps. Please note that any provider identified as not following the described process below will be requested to cease their program until all required documentation is secured and approved.

Step 1: Documentation

- Submit a Permit Program application, alongside a proposal defining your program. The proposal should include a calendar of sessions, if applicable
- Submit a signed copy of Ijams' Permit Program Policy agreement
- Submit a copy of liability waivers you will be requiring for your program (if applicable), as well as any insurance documentation.

Step 2: Non-refundable Fee Payment

- Upon acceptance of your application and proposal, a non-refundable program fee is required according to the following schedule:
 - Single-day use: \$30
 - For up to six sessions: \$150
 - For up to twelve sessions: \$250
- Please note that these fees are associated with any program-size of 1 to 30. Any participant size of 30+ requires a rental contract, which may be acquired through Ijams Nature Center's Rentals Coordinator, Katie Brittian (kbrittian@ijams.org).

Step 3: Permit Program Pass

- Once an application and proposal are approved, all documentation is received, and non-refundable program fees are processed, providers receive a physical program pass. This pass must be kept on hand and be readily available during a scheduled program, as it serves as visual proof to staff and volunteers that a program is approved.
 - If a Permit Program Pass is not on hand, a program may be halted until confirmation is received via other means.

Ijams does not provide any publicity and/or marketing for Permit Programs, and any printed material that utilizes the Ijams' logo must be approved prior to distribution.

A Permit Program Pass is valid for 12 months from the date of receipt.

Permit Pass holders must update Ijams' staff regarding any programmatic or scheduling changes a month prior to session. If changes are directly conflict with any policies stated here or in their signed agreement, or if any changes are in direct and irreconcilable conflict with in-house or vendor programming, a Permit Program Pass may be void.

Permit Pass holders are responsible for staying aware of Ijams Nature Center's Calendar of Events and any potential conflicts. Ijams' events do take precedence, and Permit Programs must be moved and/or adapted to another location

in case of conflict. In case of conflict with a private rental, Ijams' staff will notify the Permit Pass holder and/or instructor(s) prior to session, in order to adjust arrangements.

All Permit Programs are subject to Ijams Nature Center policies, as well as the City of Knoxville's Code of Ordinances and Knox County's Parks Rules and Regulations.

Please note that any disregard to the above policies, ordinances, or rules and regulations may result in termination of a Permit Program and revocation of Permit Program Pass without a refund of the non-refundable Permit Program fee.