

# Jefferson County Fairgrounds Request Form

*This event must first be approved by the Jefferson County School Board.*

Today's Date: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Name of Organizer: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_

Type of Event and what it involves: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Buildings to be used (i.e. restroom, cattle barn, pavilion, etc.): \_\_\_\_\_

\_\_\_\_\_

Additional comments: \_\_\_\_\_

***A copy of your organization's \$1 million liability policy MUST be attached to this form.***

*Please email your completed form and liability policy to [kcoggins1@k12tn.net](mailto:kcoggins1@k12tn.net) or fax to 865-397-8487.*

*Any questions, please call Kelley Coggins at 865-397-3436.*