



Information on
renting and
reserving the
University of
Tennessee
Gardens

Areas of the UT Gardens may be reserved for rental on a limited basis for special events of small groups of approximately 100 people or less. Please review the policies regarding their use.

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Visit our website:
<http://utgardens.tennessee.edu>

Facilities Rental

Group Use Policy for UT Gardens

- 1. All scheduling of events in the UT Gardens must be approved through the UT Gardens via the Plant Sciences Department. Contact Sandy or Patty at 865-974-7324 during business hours.*
- 2. No event will restrict free access to the UT Gardens by other visitors and staff at any time.*
- 3. The UT Gardens are open to the public from sunrise to sunset. No event can last past sunset and no event may begin before sunrise.*
- 4. A non-refundable donation of \$100.00 payable to the University of Tennessee is required for each event.*
- 5. Payment must be received no later than 30 days after reservation is made and no later than 30 days prior to the event or the reservation will be cancelled.*
- 6. Events cancelled by the organizer will not be refunded.*
- 7. A reserved sign will be placed at the location of the event on the day of the event.*
- 8. Please leave the Gardens as you found them.*
- 9. There should be no damage to or collecting of plants; no damage to structures or facilities; no piercing of trees or pavement; no cooking of any kind; no refuse left behind; and no marks on signs.*
- 10. Any damage will be the responsibility of the person holding the reservation.*
- 11. Signs may not be posted on trees or other permanent fixtures. Signs are acceptable on removable stakes but must be removed immediately after your event.*
- 12. No alcohol is allowed in the UT Gardens.*
- 13. Use of illegal substances is prohibited.*
- 14. Please park in designated areas only. During business hours (M-F 8am-5pm) parking is very limited and you and your guests may be competing with students, faculty, staff and other visitors so ride-sharing during these times is recommended. Special arrangements for parking may be available with advanced notice.*
- 15. There are no restrooms or buildings available in the UT Gardens. Please keep this in mind when making your arrangements. Portable toilets are placed in the Gardens May - October for public use.*
- 16. There are few sheltered structures in the UT Gardens, and there is no alternative site for inclement weather.*
- 17. There is no electricity or water available for event use in the Gardens.*
- 18. Generators may be used with prior approval.*
- 19. No sales or solicitations are allowed by rental groups without the approval of the UT Gardens. This includes food and beverages.*
- 20. No tents or other structures may be erected in any location.*
- 21. Chairs may be brought in but must be placed on paved surfaces. Chairs may not be set up on grassy areas.*
- 22. Access to the UT Gardens is available only through the front entrance of the Gardens on Jacob Drive across from the parking lot. No vehicles are allowed in the Gardens.*
- 23. Decorations may be put up with small tacks, staples, or tape that must be removed after the event.*
- 24. Rice and/or birdseed are not allowed.*
- 25. If flower petals are used they must be picked up after the event.*
- 26. You are responsible for the actions of your guests. Please advise them of these guidelines.*