

## FACILITY RENTALS BARROW COUNTY PARKS AND RECREATION

175 Second Street, Winder, GA. 30680 (P) 770-307-3024 (F) 770-867-1039

### GENERAL CONDITIONS

- A. BCPRD programs will have priority over all other programs.
- B. The premises shall not be used in violation of any regulation or law of any governmental body.
- C. Activities are to remain confined to the Facility and room(s) that re being leased.
- D. No vehicles are allowed on grassed areas for any reason.
- E. User, at the termination of booking date, shall return premises and furniture, props, equipment and fixtures used in connection therewith to BCPRD in as good condition as when turned over to User.
- F. User assumes all risk of damage to, and loss by theft or otherwise of property of the User or User's exhibitors, contestants, guests, as well as employees thereof, and the BCPRD and BCBOC are expressly released and discharged from any liability for any such loss.
- G. No souvenirs or items that lend themselves to being thrown shall be sold or distributed.
- H. Any rentals on behalf of youth guest must have a minimum ration of 1 adult to every 15 youth.
- I. Large events must have security in place.

### PAYMENT INFORMATION

- A. The user agrees to pay a deposit of \$25 plus 50% of total fees due at the time this agreement is executed.
- B. The remaining 50% of fees is due in full, 10 business days prior to the date reserved. If the balance is not paid 10-business days prior, the facility may be rented to another user.
- C. Reservations made less than 10 days prior to the date reserved must be paid in full at completion of this paperwork.
- D. Methods of payment: Cash, Check, Money Order, Visa, Master Card or Discover. (Debit cards are subject to a \$1 service charge and credit cards are subject to a \$3.50 service charge.)
- E. User agrees to pay BCPRD any cost incurred for the use of additional equipment and space not specified in this lease agreement

### STAFFING

- A. A Facility and /or some combination of rooms or fields within said Facility may be rented for the established rental rates if utilized during the Monday to Friday 8:00am-5:00pm time frame. If the Facility or any portion thereof is rented at any time beyond 5:00pm or on weekends or holiday, a \$15 per hour charge will be added to the established facility rental scale. This fee is for supervisory personnel. The BCPRD will make the necessary arrangements for such personnel.
- B. Staff must be present during any and all usage unless waived by BCPRD Director.
- C. Working staff is present to provide general supervisory and prescribed cleaning duties.
- D. Working staff will have the authority to dismiss any group upon proper notification of the BCPRD Director or local law enforcement due to their misconduct or misuse in or around the facility.

### KITCHEN/CONCESSIONS AREA USE

- A. Barrow County Government is the only organization authorized to use this area.
- B. For those events requiring the operation of a concession stand, The BCPRD will be the sole provider of such services. The BCPRD reserves the right to operate a concession stand for any event within the Facility.
- C. In the event the kitchen is rented, all dirty dishes brought by renter must be taken home and washed. The use of the sink will be used only for receiving water and not for draining any food or liquid products.

### CANCELLATIONS AND REFUNDS

- A. BCPRD reserves the right to void this use agreement to any outside group due to scheduling conflicts. In the event of cancellation of the use agreement, the group will be given at least 14 business days notice.
- B. BCPRD reserves the right to immediately cancel any rental due to misconduct or misuse of the facility. In this case, no refund will be given.
- C. The User may cancel any reservation up to 10 business days prior to the date reserved and receive a full refund.
- D. Any cancellation made by the User within business days 10 and 6 prior to the date reserved will result in the forfeiting 50% of the rental.
- E. Any cancellation made by the User within 5 business days prior to the date reserved will result in the forfeiting 100% of the rental.
- F. The deposit will be refunded in full if the facility is left in the condition in which it was prior to the reservation.
- G. Renter must claim the deposit within 6 months after the event is completed or the deposit will be lost.

### GENERAL INFORMATION

- A. NO SMOKING OR ALCOHOLIC BEVERAGES are allowed on the premises of the multi purpose building or in playing areas and dugouts or athletic fields.
- B. HOURS OF OPERATION: All events shall end by 11:00 pm and the facility and all buildings shall be empty of all persons by 11:30 pm unless specifically authorized in writing by the BCPRD Director. No event shall start earlier than 8:00am.
- C. DECORATIONS: User shall not use any wall or floor decorations. Banner, flags, and other signage may be attached to fencing ONLY with prior approval of BCPRD Director. Only table decorations are permitted in Multi-purpose Building. The use of confetti of any type is prohibited inside the Facility. The User will be responsible for the setup and cleanup of any and all table decorations.
- D. Animals and pets are not permitted in the building or park area unless approved by the BCPRD Director.

## E. INDOOR FACILITIES:

**Multi Purpose Rooms:** There are five (6) multi purpose rooms within the Multi-Purpose Building (Park B). Each room is comprised of 420 square ft. There are four (4) rooms on one side of the gym area and one (2) on the other. The rooms can be sectioned off to allow two (2) large meeting rooms or five (6) smaller rooms described above. Maximum occupancy load is 28 occupants per room depending upon configuration.

**Gym Area:** The gym floor space amounts to 8,000 square feet. It is located in the center of the Multi-Purpose Building in Park B. There are four wall mount basketball goals with adjustable height capability. There are also two mobile basketball goal units with adjustable height capability. The gym also contains eight (8) three (3) row fifteen (15) foot portable aluminum bleacher units. The gym can also accommodate two (2) volleyball courts. These sporting activities cannot be performed at the same time.

**Stage Area:** There is a hardwood stage and drapery with accompanying dressing rooms, which total 2,000 square feet. The stage is located in the gym area at one end of the court.

**The maximum occupancy for the building is 500 people.**

## OUTDOOR FACILITIES:

**\*Baseball/Softball Fields:** A four field Softball/Baseball complex and two adult softball fields are available for use on a limited basis. Outfield fence distances vary and baselines and pitching mound can be configured to the user's specifications (subject to approval by the Parks and Recreation Director) depending upon the user's requirements. Bleacher seating, concession and restroom services are available at each site.

**\*Soccer Fields:** Game sites and Practice sites are available in a configuration suitable for adult and youth Soccer.

**\*Tennis Courts:** A total of 6 tennis courts are available for use. Four (4) at one site and Two (2) at the other site.

When not in use these facilities are available for use by Barrow County Citizens on a First Come First Serve basis.

Available equipment with in BCPRD Facilities: (Approx. 250 ) Padded Chairs  
(Approx. 20 ) Tables (6 foot rectangular)  
(Approx. 60 ) Tables (5 ½ foot round)

## F. FACILITIES LEASED/APPROVAL FORM

The following groups will receive no charge for rentals:

Local School Systems- (two per year per school)  
Chamber of Commerce

The following groups will receive a 25% discount on building rentals:

Local Government Agencies  
Non Profit Groups (must provide proof of non profit status)

Out of county individuals or organizations must pay and additional 25% on all approved rentals.

## BARROW COUNTY PARKS AND RECREATION FEES FOR FISCAL YEAR 2014

Facility	Unit	Fee Per Unit	Deposit	Miscellaneous Comments
Meeting Room	Hour	\$35	50% + \$25	No food or drinks
Two Adjoined Meeting Rooms	Hour	\$45	50% + \$25	No food or drinks
Entire Gym	Hour	\$65	50% + \$25	Does not include use of stage or side rooms.
Entire Gym plus Stage	Hour	\$75	50% + \$25	
Kitchen	Visit	\$40	50% + \$25	If Available- Does not include small appliances or utensils.
Baseball/Softball Field **	Full Day	\$150	50% + \$25	Exceeding 4 hours. FIELD ONLY
Baseball/Softball Field **	Half Day	\$90	50% + \$25	Up to 4 hours. FIELD ONLY
Baseball/Softball Field **	1.5 Hours	\$40	50% + \$25	FIELD ONLY.
Tennis Courts	Hour	\$5	50% + \$25	Fee based on single court occupancy.
Temporary Fence **	Once	\$50	In Full	Price per field. Only if time allows maintenance to prepare.
Field Prep **	Once	\$25	In Full	Price per field. Only if time allows maintenance to prepare.
Pool (Closed indefinitely)	2 Hours	\$165	50% + \$25	Sat. (10am-12pm) or (6pm to 8pm)
Pool (Closed indefinitely)	3 Hours	\$230	50% + \$25	Sat. (9am-12pm) or (6pm to sundown)
Pavilion	Hour	\$20	50% + \$25	
Pavilion	Half Day	\$35	50% + \$25	Up to 4 hours
Pavilion	Full Day	\$60	50% + \$25	Exceeding 4 hours
Open Gym	Visit	\$1	License/ID	Use of Ball
Field Light Fee	Per Hour	\$15		\$15 per hour, per field. Attendant on staff will document

\*\* The fields will be prepared complementary only if time or schedule allows. If not, the renter will have the choice to prepare fields on his or her own or purchase the fence and/or field prep package. Field chalk is NOT included in field rental. Renter must provide own chalk.

# LEASE AGREEMENT

## LIABILITY WAIVER & RELEASE STATEMENT:

I, hereby assume all responsibility for, and risks and hazards of, participation in the rental activity planned by my group. In consideration of the BCPRD providing permission to use the Facility requested, I, and all members of my rental group, do hereby release the BCPRD, including all officials, officers, sponsors, organizers, supervisors, volunteers, participants, and all other agents, of any and all claims, demands, rights, and causes of action of whatever kind and nature, arising from and by reason of and all known and unknown, foreseen and unforeseen, bodily and personal injuries, damage to property, and the consequences thereof, resulting from participation in the rental activity planned within BCPRD Facilities and accompanying park areas.

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Full Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Other Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Facility Requested: \_\_\_\_\_

Purpose of Rental: \_\_\_\_\_

How is space to be arranged: \_\_\_\_\_

Set-up Time: \_\_\_\_\_ Event Time: \_\_\_\_\_ Clean-up time: \_\_\_\_\_

Estimated Total of Attendance: \_\_\_\_\_

User approved to use the following (staff use only): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**OFFICE USE ONLY**

Responsible for set-up: \_\_\_\_\_ Responsible for tear-down: \_\_\_\_\_

Deposit Paid: \_\_\_\_\_ / \$ \_\_\_\_\_ 50% Paid: \_\_\_\_\_ / \$ \_\_\_\_\_ Date Paid: \_\_\_\_\_

Remaining Balance Due: Date: \_\_\_\_\_ Amount: \$ \_\_\_\_\_ Concessions on Duty \_\_\_\_\_

Please initial and date:

PS \_\_\_\_\_ AS \_\_\_\_\_ MS \_\_\_\_\_ Director \_\_\_\_\_

## CONCESSIONS AGREEMENT

### LIABILITY WAIVER & RELEASE STATEMENT:

I, hereby assume all responsibility for, and risks and hazards of, distributing food products for the activity planned by my group. In consideration of the BCPRD providing permission to use the Facility requested, I, and all members of my rental group, do hereby release the BCPRD, including all officials, officers, sponsors, organizers, supervisors, volunteers, participants, and all other agents, of any and all claims, demands, rights, and causes of action of whatever kind and nature, arising from and by reason of and all known and unknown, foreseen and unforeseen, bodily and personal injuries, damage to property, and the consequences thereof, resulting from participation in the distribution of food products within BCPRD Facilities and accompanying park areas.

I, hereby assume all responsibility for, hold all or any permits for distributing cooked foods while on BCPRD facilities.

As agreed upon, BCPRD will be responsible for distributing all drink products and candy products for the facility rental on the dates located within the facility rental agreement. BCPRD has the right to provide all concession products if deemed necessary. The renter may defer the right to distribute hot food items and BCPRD will accommodate in regards that the renter notifies BCPRD no later than 10 working days before the event is scheduled to take place. BCPRD has the right to deny serving concessions for any event if adequate amount of staff is not available. BCPRD will notify the renter no later than 5 working days before the event is scheduled to take place.

Signature \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Items BCPRD will provide for event:

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Items RENTER will provide for event:

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