

MONROE COUNTY RECREATION DEPARTMENT

ATHLETIC FACILITY RENTAL POLICY AND GUIDELINES

The following policies and guidelines have been adopted by the Monroe County Recreation Department to govern the users that rent athletic facilities owned by the county. General day-to-day informal use by the public is not scheduled or reserved; therefore, rental policies do not apply.



The following items **MUST BE SUBMITTED** to Monroe County Recreation Department, 38 West Main St. Forsyth, GA 31029, **AND APPROVED** before Monroe County athletic fields can be reserved for scheduled use:

1. On-line Field Use Request
2. Proof of non-profit status, if applicable
3. Proof of insurance
4. Field Use Agreement
5. List of organization's officers and/or board members, if applicable
6. Payment of fees

All completed applications will be reviewed and requests will be approved according to the established priorities and time of request.

GENERAL POLICY

1. The primary use of county recreation areas and facilities are for public recreation activities.
2. County Recreation Department and school district sponsored activities have priority use of the facilities. Facility use permits may be canceled by the Recreation Director. If a cancellation is made by the Department, every effort will be made to either reschedule or locate alternate facilities. Fees will be returned if permit has to be canceled.
3. The Renter is expected to leave the premises in the same condition in which they were found. It is unlawful for any person to use threatening, abusive, insulting or indecent language or to create any nuisance, or deface any of the buildings, fences, structures, trees or shrubbery. It is unlawful to drive any vehicle on any portion of any public park. The licensee will be responsible for all damages to the buildings and appurtenances thereto, and shall be responsible for reimbursement for such damages.
4. It is unlawful for any person to bring into any park or consume by mouth, inhalation or injection, while in any park, any intoxicating alcohol, narcotic or dangerous drugs.
5. The facility must be vacated by the designated closing time of 9:00 p.m. or dark.
6. The granting of this permit does not give the renter authority to sell concessions of any type without prior approval by the Recreation Director. All concessions are given a first right to current concession contractor.

PRIORITY OF GROUPS

For the purpose of determining the priority use of recreational facilities, the following priorities for groups are established. Reservation rankings will be made by Recreation staff and, if necessary, with the Recreation Board as advisors.

1. Monroe County Recreation Department Programs
2. Monroe County School District Programs
3. Community/Local Youth Organizations
4. Nonprofit Organizations within Monroe County
5. Nonprofit Organizations outside of Monroe County
6. Commercial Business (located within Monroe County)
7. Commercial Business (located outside Monroe County)

DEFINITION OF USERS

1. Monroe County Recreation Department: Official county sponsored and/or funded programs and events.
2. Monroe County Schools: Official school sponsored and/or funded programs and events.
3. Community/Local Youth Organizations: Official Youth Community Associations.
4. Nonprofit Organizations: Organizations that are registered as 501(c) (3) nonprofit through the Office of Secretary of State.
5. Commercial Business: Profit oriented business.

APPLICATION PROCESS

1. Renter shall obtain and maintain liability insurance with a company authorized to do business within the State of Georgia on which policy the County of Monroe/Field Owner is named as co-additional insured. Liability limits required for such insurance coverage shall be \$1,000,000. Proof of this policy must be shown five (5) working days prior to the start of the rental. All groups are strongly encouraged to own health or accident insurance plans. If scrimmaging another team during practice time, proof of insurance for all entities must be provided/sent to mocorec@monroecoga.org.
2. Renter shall create an on-line account and complete an on-line rental application at <https://parksrec.egov.basgov.com/monroecounty>. Renter shall be notified of approval/denial of application.
3. **Full rental payment is due no later than seven (7) days prior to rental. Failure to pay the rental fees will invalidate the application and the facility use request. If the county denies the request, all fees will be returned without penalty.**
4. Cancellation of the rental agreement must be made three (3) calendar days in advance of the scheduled use. Failure to do so will result in the forfeiture of payment except in case of inclement weather.
5. Tournament schedules are due to the Recreation Department office no later than noon on the one (1) calendar day prior to the tournament.

GENERAL GUIDELINES

1. An Athletic Facility Application/Agreement must be filled out and payment made seven (7) days prior to use.
2. Preparation of the fields will be provided by Parks Maintenance Staff.
3. Department staff and officials will make the final determination as to the playability of ball fields. Monroe County reserves the right to suspend field availability due to weather and/or other conditions in which use would cause excess damage. The renter will take responsibility for damages caused by playing on wet fields.
4. The authority to operate any concessions shall be the sole privilege of the County.
5. Fields will not be painted for practices. Additional fees for paint.

RULES AND REGULATIONS

1. All use of the Monroe County athletic fields will be scheduled through the Monroe Recreation Department. General day-to-day informal use or activity is not scheduled.
2. Unscheduled activities or users of the fields must defer to scheduled events and games.
3. All fields are subject to a rotational rest and maintenance period, which may change without notice.
4. The user group must clear the field/facility of all litter and debris immediately upon conclusion of its event/activity.
5. A legally responsible adult agent from the organization must be on the site throughout the entire event.
6. Small children must be supervised at all times.
7. The Monroe Recreation Department may close a field due to deteriorating or unsafe conditions. Other field use may be made possible.
8. Jumping over or climbing fences or backstops is not allowed. Soccer balls, baseballs and softballs may not be kicked, batted or thrown against fences or buildings.
9. Entering private property without permission to retrieve balls is not permitted.
10. All fields close at dusk and/or no later than 9:00PM without prior permission.
11. Sales of t-shirts, foods, and other items without written permission through Monroe County is prohibited.
12. **NO ALCOHOLIC BEVERAGES OR CONTROLLED SUBSTANCES ARE PERMITTED ON COUNTY PARK OR SCHOOL GROUNDS.** Failure to comply will result in expulsion of field usage and arrest according to the Georgia State Laws.
13. **ALL PARTICIPANTS MUST ADHERE TO COUNTY FACILITIES' TOBACCO USE POLICY.**