

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. Gym Use Request
2. Proof of non-profit status, if applicable
3. Proof of insurance
4. Gym 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 and deposits 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 11:00 p.m. without prior permission.
6. The Recreation Department provides an employee for the entire day at the rate of \$15/hr. The day will start one hour prior to scheduled start and one hour after usage ends. Additional employee can be provided at \$10/hr. Payment will be made with rental payment.
7. 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. Applications for gym rental should be received 30 days prior to event. Applications will be considered based upon their priority ranking. The county reserves the right to limit requests per applicant. All applicants will be notified on the status of their request.
2. 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/Gym Renter 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 working days prior to the start of the rental. All groups are strongly encouraged to own health or accident insurance plans.
3. **Full rental payment is due 2 weeks in advance of day of rental. Failure to pay the rental fee will invalidate the application and the facility use request.**
4. Cancellation of the rental agreement must be made 3 calendar days in advance of the scheduled use. Failure to do so will result in the forfeiture of rental fee.

### **GENERAL GUIDELINES**

1. An Athletic Facility Application/Agreement must be filled out.
2. The authority to operate any concessions shall be the sole privilege of the County.

**RULES AND REGULATIONS**

1. All use of the Monroe County gym will be scheduled through the Monroe Recreation Department.
2. The user group must clear the gym of all litter and debris immediately upon conclusion of its event/activity.
3. A legally responsible adult agent from the organization must be on the site throughout the entire event.
4. If the event is deemed larger than “normal” it will be the responsibility of the user to provide additional services such as portable restrooms and additional garbage cans.
5. Small children must be supervised at all times.
6. Sales of t-shirts, foods, and other items without written permission through Monroe County is prohibited.
7. **NO ALCOHOLIC BEVERAGES OR CONTROLLED SUBSTANCES ARE PERMITTED ON COUNTY PARK OR SCHOOL GROUNDS.** Failure to comply will result in expulsion of gym usage and arrest according to the Georgia State Laws.
8. **ALL PARTICIPANTS MUST ADHERE TO COUNTY FACILITIES’ TOBACCO USE POLICY.**

**GYM RENTAL COSTS**

- Practice rentals \$30 up to 3 hours
- Any not for profit event rental \$100 (no more than 4 hours)
- Any for profit event \$150 plus cost of one employee (if we provide concession) or \$400 if renter does concession.

**MONROE COUNTY PARKS & RECREATION  
ATHLETIC FACILITY APPLICATION/AGREEMENT**

Name of Organization \_\_\_\_\_ Person in Charge \_\_\_\_\_

Address \_\_\_\_\_ City/State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Email address \_\_\_\_\_

Billing Address \_\_\_\_\_ City/State \_\_\_\_\_ Zip \_\_\_\_\_

Purpose of Use \_\_\_\_\_

Does Applicant/Group carry Comprehensive Liability Insurance? \_\_\_\_ Yes \_\_\_\_ No

Amount \$ \_\_\_\_\_ Insurance Co. \_\_\_\_\_ Policy # \_\_\_\_\_

**AGREEMENT: THE UNDERSIGNED HEREBY AGREES TO THE FOLLOWING**

- Athletic facility rental fees as outlined in the rental policy guidelines, with full payment due five days prior to use.
- A security deposit of \$120 is required at the time of application. This is separate and above the cost of renting the facility. (Tournaments and league uses only).
- Provide a written schedule of games, including number of teams, Tuesday before the tournament.
- Provide proof of liability insurance in the amount of \$1,000,000 or more, five days prior to use. (Tournaments only).
- Cancellations must be made two weeks in advance of the scheduled use. Failure to do so will result in forfeiture of deposit.
- No alcoholic beverages shall be sold or consumed on County park premises.
- The facility must be vacated by the designated closing time of 11:00 pm. without prior permission.
- The authority to operate any concessions shall be the sole privilege of the County.
- Department staff and officials will make the final determination as to the playability of ball fields. The renter will take responsibility for damages caused by playing on wet fields.
- Preparation of the fields for tournaments will be provided by department staff with scheduling coordinated with the tournament director.

The undersigned hereby applies to the County of Monroe for use of the above facilities and certifies the information is correct and furthermore agrees to abide by all ordinances, policies, and rules and regulations, which may apply. The applicant shall indemnify and hold harmless the County of Monroe, its elected and appointed officials, its employees and agents from and against any and all claims, demands, suits, actions, payments and judgments as a result of injury or death of any person or property damage to any property sustained by applicant or any other persons which arise from or in any manner grow out of any act or omission on or about said facility by applicant, its agents, guests, or employees, in the execution of this rental agreement including any and all expenses, legal or otherwise incurred by the County or its representatives in the defense of any suit or claim. Such indemnity shall not include claims arising as a result of the sole negligence of the County of Monroe, its elected and appointed officials, its employees and agents.

**I HAVE READ THE ABOVE INFORMATION, UNDERSTAND IT AND AGREE TO COMPLY WITH THE CONDITIONS SET FORTH ON BEHALF OF MYSELF AND THE GROUP I REPRESENT.**

Signed By \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

\*\*\*\*\*OFFICE USE ONLY\*\*\*\*\*

Total Rental Amount - \$ \_\_\_\_\_

\_\_\_ Gym Use Request Form \_\_\_ Proof of Non-Profit Status \_\_\_ Proof of Insurance \_\_\_\_\_ Payment/Date Received

Approved By \_\_\_\_\_ Date \_\_\_\_\_

Note: All facility agreements must be approved by Monroe County Recreation staff. Payment should be attached to the application

**STAFF NOTES:**