

# OCONEE COUNTY PARKS & RECREATION DEPARTMENT

## FACILITY REQUEST POLICIES

### REQUESTS AND FEES

- A **Facility Request Form** must be completed for rentals prior to a request being approved. Once approved, payment is required to reserve facility.
- All requests must be made in hourly increments. Request for usage of a facility for less than an hour will be charged for the full hour. (Ex., request for 1 hour and 30 minutes will be charged for 2 hours.).
- Set-up and clean-up times must be included as part of the request and will be charged accordingly.
- Meeting rooms require a 2-hour minimum rental.
- Rental fees are non-refundable unless the Parks and Recreation Department cancels or suspends a scheduled activity. If the Department cancels/suspends a rental and an alternate date/location cannot be made, a refund or partial refund (minus convenience fees) shall be issued to the renter.
- Inaccurate information on the request form will deem the request null and void, cancelling the request.
- Failure to clean-up areas utilized may result in additional fees assessed to the renter.
- Events that extend past normal park hours must be preapproved and may be charged an additional fee.
- Specified rentals may require a shared vendor fee and a shared parking fee. If more vendors are present at the event then paid for, a fee for each vendor will be charged to the renter.
- Additional fees may be charged for tournaments or other events requiring increased facility preparation and/or increased supervision. *See Tournament Information.*
- Booking fees for special use facilities, such as Heritage Park, vary. *See Heritage Park Rental Information.*
- Non-resident fees shall be charged to all out-of-county renter groups. A surcharge of \$15 per hour per room/field/facility or \$50 per day per room/field/facility will be added to the rental fee.

### PAYMENT

- Full payment or advance fees (all day events or tournaments) are required once request is approved.
- Booking fees and rental deposits are non-refundable; however, they are applied to the full balance due.
- Full balance is due 7 days in advance of rental.
- Payment accepted by check, credit card, or e-check only.
- Cash not accepted.
- Payments shall be paid directly to "Oconee County Parks and Recreation Department."

### CANCELLATIONS

- Parks and Recreation will consider requests to reschedule rental date if requests made a minimum of 48 hours in advance. Reschedule request dates must be within one year from previous approved rental date.
- The Parks and Recreation Department reserves the right to cancel or suspend any scheduled activity on county park facilities when it determines that such use could potentially cause unsafe conditions for the general public, park patrons, league play, practices or games, and/or cause damage to the facility, fields or grounds.
- If the Department cancels/suspends a rental and an alternate date/location cannot be made, a refund or partial refund (minus convenience fees) shall be issued to the renter.

### **PROOF OF INSURANCE** (*Appendix A*)

- Proof of Liability Insurance may be required for certain activities.
- Activities and/or organizations required to submit certificates of insurance include, but are not limited to, special events, sport tournaments, user groups and travel teams.
- The certificate of insurance must be a minimum of \$1,000,000 per occurrence and specifically name *Oconee County, a political subdivision of the State of Georgia* as additional insured.
- The original certificate and named additional insured endorsements must be submitted ten (10) days prior to the rental. If certificate is not received, rental will be cancelled and any payments forfeited.

### **RESERVATION MODIFICATIONS**

- To modify a reservation, the request must be made in writing to the Parks and Recreation Department.
- The Parks and Recreation Department has the right to deny any modifications requested.
- Approved requests are valid for the date and time, and restricted to the area, assignment and number of attendees as indicated without modifications.

### **INCLEMENT WEATHER**

- OCPRD reserves the right to cancel reservations based on inclement weather conditions.
- Unsuitable field conditions caused by inclement weather will result in field closures and reservations will be cancelled, regardless of the weather during the scheduled reservation time. I.e., heavy rainfall prior to but not during a field reservation time may still result in the cancellation of the reservation.
- During severe inclement weather, users must cease activities and seek proper shelter for safety.
- Reservations cancelled due to inclement weather may be rescheduled up to one year from rental date.
- Renters may contact our Inclement Weather Hotline at 706-769-3965, opt. 2 for updated facility/field cancellations.

### **CODE OF CONDUCT** (*Appendix B*)

- Park patrons must maintain orderly conduct, promote proper and lawful use of the facility and abide by the Oconee County Parks and Recreation Department's Code of Conduct.
- Noncompliance with the Code of Conduct and/or park policies may result in immediate expulsion of park patrons from the park by staff. Based on the incident severity, patron(s) may be banned from future usage of any Oconee County parks.
- Reservations are revocable at any time for violation of rules, ordinances and/or state law.
- No refund will be issued to renters that are required to leave based on non-compliance of park policies.

### **CLEAN-UP**

- The renter is responsible for the clean-up of the area(s) utilized or additional fees will be assessed. Additional fees will be the responsibility of the renter and such charges will be billed directly to renter.
- All park facilities, amenities and equipment must be left in their original condition and location.
- All trash must be placed in a trash receptacle, including discarded decorations. Recycling is encouraged.
- Restroom facilities used should also be checked for cleanliness.

### **PLAYGROUNDS**

- Playgrounds are designated for specific ages. Only children within age ranges are allowed on playgrounds.
- Children under 12 must be under adult supervision.
- Pets are not permitted in playground areas.

## **RESTROOMS**

All county parks have restroom facilities; however, large special events may be required to rent portable restroom units at the renter's expense to accommodate the estimated number of attendees.

## **SECURITY**

The Parks and Recreation Department has the right to require the renter supply a specific number of security officials during their rental at the renter's expense.

## **SPECIAL REQUEST ITEMS – PRE-APPROVAL REQUIRED**

If approved, locations of such items must be predetermined by the Parks and Recreation staff to maintain a safe and suitable environment. Examples of special request items include, but are not limited to, the following:

### Electricity and Water

Water spigots and electrical outlets are available in some locations in the park/park facilities.

### Tents, Scoreboards, Temporary Fencing, Etc.

Placement of tents/stakes must be predetermined to avoid underground utilities and other safety issues.

### Amplified Sound

- Bands, DJ's, music or speaking that uses speakers or amplifiers is considered amplified sound.
- Renter must adhere to restrictions and ordinances related to amplified sound.
- All approved amplified music must be concluded by 10 p.m.
- The volume of sound must also be kept low enough not to cause noise disturbances.
- In addition, content of the sound, speech and/or music must comply with the OCPD Code of Conduct. Vulgar, obscene, offensive, inappropriate and/or suggestive content are not permitted.

### Concessions/Food

- OCPD reserves the right to provide concession sales at rental events.
- Concession sales not by OCPD must be preapproved and may require a fee.
- Food items to be sold to the general public must be preapproved by OCPD.
- An insurance liability policy that covers food sales or a county temporary food permit is required if food is to be sold to the general public.
- Mobile food services units should be used if selling food to the general public with its location determined by the Parks and Recreation Department. All mobile units must have their own power source and all gray water must be self-contained.
- If preparing and/or serving food to a known group of people such as family or club members (not the general public), a food permit is not required.
- Non-food concessions must be preapproved and may require a vendor fee.

### Grills

- Grills at the pavilions are available for park users.
- Coals are to be left in the grill, not placed on the ground or into trash receptacles.
- Additional charcoal grills and/or propane grills are not permitted unless person has received prior written approval.
- No grills are permitted on pavement and/or asphalt areas.

### Decorations

- Decorations are allowed; however, under no circumstances are items to be taped, nailed, pinned, or stapled to any shelter, tree, park sign or building. Only *Painter's Tape* may be used to hang decorations.
- Placement and means to affix decorations must be approved by the Parks and Recreation Department.
- Use of confetti and throwing of rice is not permitted.
- In addition, any decorations used must be cleaned up to avoid additional charges.

### Inflatables

- Preapproval is required if using inflatables.
- Inflatables must be provided by/rented from a reputable company that carries insurance.
- A copy of insurance must be provided to the Parks and Recreation Department.
- Inflatables must be set up/taken down by the provider.
- Generators (quiet) must be used to inflate the inflatables. Electricity is not available for inflatables.
- Adult supervision is required at all times.

### Balloons and Lanterns

- Deliberate launch of balloons and/or airborne sky lanterns is prohibited.

### **OTHER**

- OCPRD parks are tobacco free and the use of tobacco and vaping devices are prohibited.
- Alcoholic beverages are not permitted on park property.
- Oconee County does not supply equipment for any facility usage and/or event.
- Oconee County is not responsible for lost and/or stolen items.
- Usage of bicycles, skateboards, scooters, rollerblades and Hoverboards should be limited to locations that do not have vehicular traffic or spectator areas. Riders must yield to pedestrian/walkers and or runners. These are permitted at Oconee Veterans Parks but prohibited at Herman C. Michael Park.

### **PARK MAINTENANCE AND/OR MODIFICATIONS**

- Maintenance and/or modifications to parks and/or park amenities are the responsibility of the Parks and Recreation Department. Renters may not perform maintenance or modifications to the park system.
- Park patrons that note a park maintenance issue should inform the Parks and Recreation Department.

### **PRIORITY OF FACILITY USAGE**

- Oconee County Parks and Recreation programs have priority usage of all park facilities and fields.
- Second priority is provided to the Oconee County Board of Education for interscholastic activities.
- Third priority of usage is given to qualified user groups with an existing User Group Agreement.
- Fourth priority is based on approved facility use requests.
- Lastly, facilities are available to the public on a first come, first served basis.

### **USER GROUPS**

- User groups that are interested in reserving a facility on a regular basis throughout the season, must complete all guidelines required in the User Group Agreement.
- User groups with current agreements with Oconee County Parks and Recreation Department will have right of first refusal on continual usage of facilities as outlined in the agreement unless Oconee County, for cause, revokes the right.
- Any facility released by a user group will be available on a first come, first served basis in accordance with the priority of facility usage.

### **TRAVEL TEAMS**

- User groups, such as travel teams, must provide a completed *Request for Facility Usage* form and proof of General Liability Insurance with *Oconee County, a political subdivision of the State of Georgia* listed as additional insured.
- Travel Teams may reserve a facility one month at a time only. No long term rentals are permitted.
- The Parks and Recreation department recommends that travel teams complete the process for Not for Profit status.

### **NON-PROFIT GROUPS**

- Non-profit groups are required to submit a copy of their Federal Tax exemption, which is supplied by the IRS Secretary of Treasury in the form of a determination letter. This letter outlines the findings their decision is based upon and grants recognition of exemption from federal taxes (often referred to as 501c3 status).
- Recurring rentals for any out-of-county organizations, including non-profit groups, are not permitted.

### **INDIVIDUAL INSTRUCTION**

- Private training for pay is not permitted on Oconee County Parks and Recreation property.
- Individual instruction is only allowed through a sponsored Parks and Recreation program.

### **ATHLETIC FIELDS/COURTS**

- Persons should not hit, throw, kick and/or bat balls into ball field fences or buildings.
- Facility renters may not perform field maintenance on any field or court.
- Field maintenance will be performed by the Parks and Recreation staff and may result in additional fees.
- Fields and courts are not available for organized practices, games, matches, etc. without the required OCPRD forms completed, fees paid and policies adhered to completely.
- Fields and courts may be closed due to inclement weather or maintenance.

### **BOARD OF EDUCATION – SCHOOL DISTRICT**

- Oconee County Board of Education may reserve Parks and Recreation facilities for activities conducted by the School District in accordance to the terms of the Joint Use Agreement between the school district and county.
- School District must complete an *Oconee County Schools – Request for Facility Usage* form a minimum of four (4) weeks in advance.
- School District agrees to maintain comprehensive general liability insurance and property damage insurance to cover liability arising out of the use of County property with the said insurance required to be at least \$1,000,000 per occurrence with *Oconee County, a political subdivision of the State of Georgia* named as an additional insured.
- Oconee County Board of Education sponsored activities will not be charged a fee for usage as long as the school team is hosting and participating in the tournament.
- Events sponsored by Booster Clubs may be charged a fee for park usage.
- Parks and Recreation may charge school district for required custodial, additional services and/or park staff as a result of the School District event.

## TOURNAMENTS

### REQUESTS

- A **Facility Request Form** must be completed for rentals prior to a request being approved.
- Tournament reservations must be made a minimum of 30 days in advance; prefer 6 months in advance.
- Rental of fields or courts for tournament play will be assessed the tournament rental rate.

### PAYMENT DEADLINES

- 31 – 365 days in advance: \$100 non-refundable booking fee **per facility** and counts towards total due.
- Facility defined as Bogart Sports Complex, Herman C. Michael Park, Oconee Veterans Park Fields 1-4, Oconee Veterans Park Multipurpose Fields 5-7, Oconee Veterans Park Soccer Fields A-D, or Courts.
- 30 days in advance: \$100 payment **per field** reserved. If payment is not made, event may be canceled along with forfeiture of booking fee and convenience fees.
- 7 days in advance: Remaining balance due. If payment is not made, event may be canceled. Renter may be eligible for refund of previously paid fees minus non-refundable booking and convenience fees.

### CANCELLATION/REFUND POLICY

OCPRD reserves the right to postpone, cancel, reschedule or refund the tournament in the event of inclement weather, to protect the integrity of the athletic fields/courts and/or for patron safety. Tournaments canceled/suspended may be eligible for a refund/partial refund (minus non-refundable booking and convenience fees) or credit, if an alternative date/location cannot be made:

- Canceled 12 or more hours prior to scheduled start – max refund or credit of 85% of total fees paid
- Canceled less than 12 hours prior to scheduled start – max refund or credit of 80% of total fees paid
- Canceled after the scheduled start time of opening game handled on a case by case basis but OCPRD will retain at least 40% of total fees paid

### POLICIES

- Renter must name a Tournament Director as the primary contact. The Tournament Director is responsible for participant and spectator conduct, the condition of the facility at the end of the tournament and payment of any additional fees. Tournament Director (or designee) must be on site during entire event.
- An admission fee may be charged; however, a ticket share fee will be assessed. Access to restrooms and/or other public park areas may not be denied to park patrons.
- The renter/tournament director must pay a vendor fee for each vendor onsite selling merchandise. It is the responsibility of the renter/tournament director to recoup the vendor fee from the vendor.
- Tournament Director must provide space such as a tent for officials and tournament personnel. The Parks and Recreation Department does not provide space, tables or chairs for officials/tournament personnel.
- OCPRD has first right of refusal to operate concessions for all tournaments. If OCPRD elects not to operate concessions, the renter may request to sell concessions as outlined in the Special Request Items section. In the event the renter chooses to sell concessions, a vendor fee will be assessed.
- OCPRD will prepare athletic fields before the first game each day. Additional field work expectations must be requested in advance and will be based on staff/time availability and may incur additional expenses.
- OCPRD will manage trash disposal and restroom maintenance.
- OCPRD may provide scoreboards for renter usage if requested in advance. Scoreboards may only be operated by a person 16 years of age or older.
- Games scheduling should be staggered to allot 15 minutes for field maintenance between games.
- No games shall start before 8:00 a.m. and no new games shall be scheduled to start after 10:00 p.m.
- Fields will be opened no earlier than one hour prior to start of first game.
- Failure to maintain the condition of the facility will result in additional fees assessed.

## HERITAGE PARK

### REQUESTS

- A **Facility Request Form** must be completed for rentals prior to a request being approved. Once approved, \$100 booking fee is expected.
- Stalls utilized must be cleaned out or additional fees may apply.
- Requests for watering down the arena prior to the rental may result in additional fees.
- Requests for additional grooming of the arena during rental will result in additional fees.
- Renter must coordinate parking and may be required to provide a traffic deputy at the entrance/exit.
- Renter may charge an admission fee to their event; however, a ticket share fee will be charged.
- Any vendors selling merchandise must pay the approved vendor fee. This fee will be charged to the renter; it is the responsibility of the renter to recoup the vendor fee from the vendor.

### RENTER MAY BE REQUIRED TO PROVIDE AT RENTER'S EXPENSE

- Additional dumpster(s)
- Additional lighting
- Port-a-Johns
- Onsite security
- Other as deemed necessary by park staff

## 5K RUN/RACE GUIDELINES

### OCONEE VETERANS PARK

#### REQUESTS

- A **Facility Request Form** must be completed for rentals prior to a request being approved.
- Once approved, payment is required to reserve facility.
- Rental times must include set up and tear down time.
- Renter is responsible for all set up and tear down of event as well as clean up after event.

Once approved, the following is provided:

- Access to paved walking trail around OVP (1.95 miles)
- Access to soccer pavilion/park pavilion for start/finish
- Access to restrooms (soccer pavilion)
- Access to water through restrooms or outside spigot at park pavilion; no outside spigot at soccer.
- Trash cans are positioned at soccer/park pavilion. Additional trash cans are available upon request.
- If using tents, weights/sandbags must be used as we do not permit stakes on/around soccer fields due to buried electrical and irrigation lines
- OCPRD staff member will be on site for assistance during event
- No access to electricity available

Two weeks prior to event, the following must be provided:

- Map of race route (subject to approval)
- Copy of insurance to include: *ADDITIONAL INSURED – Oconee County, a political subdivision of the State of Georgia, PO Box 145, Watkinsville, GA 30677 (see Appendix A).*

#### 5K Guidelines

Spring/Fall Months (March, April, May, August, September, October)

- 5Ks may not start prior to 3 p.m. on Saturdays at Oconee Veterans Park (and Herman C. Michael Park)
- 5Ks may be conducted on Fridays and Sundays
- 5Ks may be conducted at Heritage Park based on staffing availability

Year Round

- OCPRD approves start and finish area to be used
- Sunday 5Ks may not begin before 1 p.m. (including set up)
- Paint may not be used on surfaces to direct route
- Herman C. Michael is the preferred park for groups conducting a walk rather than a run
- Specialty runs (glow runs, color runs, blacklight run, mud runs, etc.) require additional consideration



**APPENDIX A**  
**INSURANCE REQUIREMENTS**

**OCONEE COUNTY BOARD OF COMMISSIONERS**  
**INSURANCE REQUIREMENTS**

1. General Liability Insurance:  
Each Occurrence - \$1,000,000
  
2. "Oconee County, a political subdivision of the State of Georgia" should be shown as an additional insured on the General Liability policies. Certificate Holder should read:  
*Oconee County, a political subdivision of the State of Georgia*  
*PO Box 145*  
*23 North Main Street*  
*Watkinsville, GA 30677*
  
3. The cancellation provision should provide ten (10) days notice for non-payment and thirty (30) days notice of cancellation.
  
4. Insurance company must be licensed to do business by the Georgia Department of Insurance.
  
5. SPORTS TEAMS: The following must be included on the insurance policy: specific sport, team name, team age, league/organization name, address and contact.  
  
SPECIAL EVENT: The following must be included on the insurance policy: name of event, date, time and location.
  
6. The Renter shall agree to provide complete certified copies of current insurance policy/policies or a certified letter from the insurance company/companies if requested by the County to verify compliance with these insurance requirements.
  
7. All insurance coverages required to be provided by the Renter will be primary over any insurance program carried by the County.
  
8. The Renter shall agree to waive all rights of subrogation against the County, the Board of Commissioners, its officers, officials, employees, and volunteers from losses arising from the utilization of County facilities.
  
9. Compliance by the Renter with the foregoing requirements as to carrying insurance shall not relieve the Renter of their liability provisions of the Request for Facility Usage rental agreement.
  
10. The Renter shall, at a minimum, apply acceptable risk management practices.

## APPENDIX B

# CODE OF CONDUCT

The following Code of Conduct applies to all Oconee County Parks and Recreation Department program participants, users of park facilities and park patrons.

### **Expected Behavior**

- Demonstrate respect and self-control
- Act in a courteous and polite manner
- Maintain a safe environment
- Promote a fun and healthy atmosphere
- Display respect towards public and private property, equipment and supplies
- Comply with directions from staff, officials and/or instructors
- Accept the decisions of contest officials
- Follow the spirit and letter of the game
- Refrain from use of tobacco, vaping devices and/ or alcohol products
- Adhere to county and department rules and policies
- Promptly report suspected violators to park staff

### **Unacceptable Behavior**

- Failure to cooperate with staff directives
- Verbal abuse, threats or inappropriate language and/or gestures
- Actions that disrupt or obstruct program, event or use of park
- Vandalism, theft, littering or damaging public or private property
- Physical confrontations and/or violence
- Usage of tobacco, vaping devices and/or alcohol
- Distribution and/or consumption of alcohol or other drugs
- Using park property for private instruction and/or services not approved by the department
- Soliciting, posting or advertising on county property that is not approved by the department
- Possession of obscene or suggestive materials or photos
- Engaging in any unlawful activity
- Unauthorized use of facilities
- Noncompliance with department rules and regulations

### **Discipline Policy**

- Policy Noncompliance with the stated policy may result in any of the following actions:
- Parent/Guardian notification
- Verbal warning
- Temporary loss of participation privileges
- Suspension or expulsion from department facilities and/or programs
- Criminal trespass citation
- Reporting unlawful activity to the proper legal authorities for further action
- Forfeiture of paid fees for suspensions or expulsions from department programs

### **Appeals Policy**

Person should attempt to resolve the problem with the staff and/or their immediate supervisor. If not resolved, person should make a written appeal to the Deputy Director within 3 working days from the incident. The Deputy Director will respond to your written appeal within 5 working days. National Alliance for Youth Sports Coaches must adhere to the NYSCA Code of Ethics and Parents must follow the PAYS Code of Ethics.

**Tobacco Free Parks** Oconee County Parks and Recreation Department is tobacco free and restricts tobacco and vaping devices usage in all county parks facilities and on all county parks properties.