

OCONEE COUNTY PARKS & RECREATION DEPARTMENT

REQUEST FOR FACILITY USAGE

MINIMUM 2-WEEK NOTICE REQUIRED

Applicant Information:

Contact Name _____

Group/Organization _____

Address _____

Street Address

City

State

Zip Code

Cell Phone _____

Home Phone _____

Email Address _____

Work Phone _____

Request Details:

Type of Event _____

Park _____

Park Facility _____

Athletic Field, Gym, Pavilion, Arena, Feeder Barn, Stalls, Trails, Meeting Room, Etc.

Date _____

(M, T, W, R, F, Sat, Sun)

Month

Day

Rain Date – *If Applicable* _____

Start Time _____ End Time _____

Event Sponsors _____

Estimated Number of Parked Vehicles _____

Expected Attendance _____

Description of Renter Activity:

Renter agrees to the specifications listed on the back of this form.

Request for Facility Usage is **PENDING APPROVAL** from the Parks & Recreation Department.

Signature of Renter Contact

Date

~ STAFF USE ONLY ~

REQUEST APPROVED: YES

NO

STAFF INITIALS: _____

Booking Fee: \$_____ Paid

Other Fee(s): \$_____ Paid Y/N

Check/Credit Card: _____

Rental Fee: \$_____ Paid

Total Due: \$_____ Paid Y/N

Date Paid: _____

OCONEE COUNTY PARKS & RECREATION DEPARTMENT

STATEMENT OF AGREEMENT

Oconee County Parks and Recreation Department agrees to allow the renter to use the said facility with an understanding by both parties of the following specifications:

1. ***Request for Facility Usage*** forms must be received with a **2-week notice** to be accepted. Payment must be provided with approved form for reservation to be secured. Payment must be made at Oconee Veterans Park, Monday – Friday between 8 a.m. and 6 p.m. or Herman C. Michael Park, Monday –Friday, between 9 a.m. and 6 p.m. Requests made without payment will not be accepted and will not secure reservation. In addition, approval for facility usage will be based on facility availability, staff required and the nature of the event.
2. Facilities must be left in a clean and orderly condition with all park items in their original location. Renter agrees to pay for all repairs resulting from any damages, loss, cost of excessive cleanup, and/or removal of items left on the premises during this agreement period. The person signing this Agreement represents the renter and is responsible for ensuring payment of any damages and/or additional charges.
3. No refund will be issued for reservations cancelled by the renter 7 days or less prior to the rental date. The Parks and Recreation Department reserves the right to cancel or suspend any scheduled activity on county park facilities. If the Parks and Recreation Department cancels a rental, and an alternate date or location cannot be made, a full refund shall be issued to the renter. Refunds will be processed by check within 21 days.
4. Renter agrees to adhere to all Parks and Recreation Department park rules and regulations, maintain orderly conduct and promote proper and lawful use of the facility. Tobacco use, including vaping devices, is not permitted in the park. Alcoholic beverages are also prohibited on park property. Private training for pay is not permitted on park property. Under no circumstances are signs to be nailed, pinned, or stapled to any shelter, tree or park signs. No request shall be granted that is not under the direct supervision of an adult. Renter shall allow usage of facility during event without regards to race, age, religion, sex, nationality, political belief or affiliation, veteran status or physical ability. Use of park facilities for organized team practices and/or Special Events requires a *Request for Facility Usage* form to be completed.
5. All Oconee County parks are open to the public. The schedule of activities and recreation programs, as established by the Parks and Recreation Department, take precedence for any facility use. Reserved facilities have priority over general public usage. Beyond scheduled programs and reservations, usage of the parks by the public is on a first-come, first-serve basis.
6. Renter agrees to indemnify, protect, and hold harmless Oconee County, its officers, officials, employees, agents, and servants from any and all claims, demands, actions, suits, damages, loss and expenses of whatever kind or nature to any person or to any property arising out of negligence or in connection with the Agreement herein for the utilization of the said facility and to pay for any costs associated with the above resulting from the use of the facility by the renter and event attendees.
7. Failure to comply with the *Statement of Agreement* and the *Facility Request Policies* may result in immediate revocation of facility usage and/or loss of future use privileges.
8. The renter acknowledges by signature on the front of this form that he/she has read, understands and agrees to all specifications listed, as well as all Parks and Recreation Department policies. Renter also acknowledges that all information provided is correct, facility can only be used for purposes stated in the Agreement, and Agreement cannot be changed without written acknowledgement and agreement by both parties.

OCONEE COUNTY PARKS & RECREATION DEPARTMENT

FACILITY REQUEST CHECKLIST

THE FOLLOWING MUST BE COMPLETED TO RESERVE A FACILITY:

- ❑ **Complete *Request for Facility Usage* form.**
Request does not guarantee reservation will be approved.
- ❑ **Return completed *Request for Facility Usage* form 2 weeks prior to requested rental date.**
It is recommended to submit requests a minimum of 30 days in advance to assure facility availability and adequate time to complete required application process. Forms must be returned to either:
 - **Oconee Veterans Park**, Monday – Friday between the hours of 8 a.m. to 6 p.m.
3500A Hog Mountain Road, Watkinsville, GA 30677, 706-769-3965 or
 - **Herman C. Michael Park**, Monday – Friday between the hours of 9 a.m. and 6 p.m.
1051 Elder Road, Bishop, GA 30621, 706-769-3966
- ❑ **Appropriate park staff reviews request and determines if request is granted or denied:**
Request Granted – Renter will be provided with specific information on facility rules, checklist of any additional requirements (such as proof of insurance) and a summary of fees due. Full payment or booking fee (i.e., all day events or tournaments) is due to reserve field/facility.
Request Denied – Renter will be informed within 5 business days that the request has been denied.
- ❑ **Make payment in full at time of approved request to secure reservation.** (Booking fee, if applicable)
Payment must be made in the form of check, credit card or money order only. Cash not accepted. Requests made without payment will not be accepted and will not secure reservation.
- ❑ **Provide Certificate of Insurance, if required.**
Rentals required to submit Certificates of Liability Insurance include, but are not limited to, special events, any sporting type activities, user group organizations, travel teams and concession sales to the public. All insurance requirements outlined on the *Facility Request Policies* must be met, to include a minimum of \$1,000,000 Certificate of Insurance specifically naming *Oconee County Board of Commissioners* as additional insured.
- ❑ **All special requests provided to park staff on “Request for Facility Usage” form.**
Any special requests for usage of facility, equipment, etc. must be noted on the form and approved by the Parks and Recreation Department. The renter must strictly adhere to activities approved as outlined in the request form.
- ❑ **Agree to adhere to Oconee County Parks and Recreation Department policies, rules and regulations.**
- ❑ **Any additional requirement stated by park staff.**

Call 706-769-3965 for additional information.

www.oconeecounty.com/ocprd

OCONEE COUNTY PARKS & RECREATION DEPARTMENT
FACILITY REQUEST DETAILS

Request:

Circle One

- | | | |
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| 1. Do you have group insurance for the event? <u>Copy required</u> | Yes | No |
| 2. Do you wish to sell concessions during the event? <u>Insurance or Temporary Permit</u> | Yes | No |
| 3. Do you have any field maintenance requests? | Yes | No |
| 4. Will park lights be needed during the event? | Yes | No |
| 5. Is there a request to use amplified sound or music? | Yes | No |
| 6. Is water or electrical connections requested? | Yes | No |
| 7. Does the request include usage of a grill? | Yes | No |
| 8. Will any tents, tables, or other items be set-up? | Yes | No |
| 9. Is there a request for bleacher seating? | Yes | No |
| 10. Have you arranged to have on-site medical services? | Yes | No |
| 11. Have you made any provision for on-site security? <u>Security may be required</u> | Yes | No |
| 12. Will there be vendors on-site during the event? <u>Vendor fee may be required</u> | Yes | No |
| 13. Will persons be charged to attend the event and/or park their vehicle? <u>Ticket share</u> | Yes | No |

List Fee(s): _____

14. Other request:

OCONEE COUNTY PARKS & RECREATION DEPARTMENT

FACILITY REQUEST SUPPLEMENTAL

Preparation Required:

Additional Requests:

Staff Needed:

Post Event:

Other Details:
