

# Forsyth County Parks and Recreation Department Pavilion Rental Policies



## 1. FEES

- A. **Rental fees must be paid at the time the reservation is made. NO RESERVATIONS WILL BE TAKEN OVER THE PHONE.**
- B. Hours of use are requested upon completion of the use agreement.

## 2. FACILITY AVAILABILITY

- A. Facilities are reserved/rented on a first come, first serve basis.
- B. The facility and surrounding park area must be vacated no later than 11:00 PM or as otherwise stated.
- C. Facilities will not be available when a Forsyth County Parks and Recreation program or approved activity is being conducted.
- D. Forsyth County reserves the right to deny requests for facility use on county recognized holidays.
- E. Requests for use will not be guaranteed inside of five (5) business days.
- F. Requests will not be granted to groups that have exhibited unacceptable conduct during previous rentals at this pavilion or any other Forsyth County facility.

## 3. FEE WAIVERS/DEDUCTIONS

- A. All requests for fee waivers or deductions will only be made at the discretion of the Forsyth County Parks and Recreation Board. **Senior citizens (55) receive a 10% discount off rental rates.**
- B. All requests must be made in writing and submitted at least one month prior to the date requested.
- C. Fee waivers or reductions apply only to user fees. Deposits will not be waived.

## 4. RENTAL AGREEMENTS

- A. The Recreation Dept. reserves the right to void an agreement to any group due to scheduling conflicts.
- B. In the event of cancellation, the group will be given at least 14 business days notice.
- C. When Forsyth County government is closed due to inclement weather, all rentals shall be cancelled and will be rescheduled at no additional fee to the renter. In the case of inclement weather on weekends, the recreation staff will notify rental groups regarding the status of the scheduled rental.
- D. No one under the age of 21 may enter into a rental agreement with Forsyth County.
- E. Youth groups, or rentals on behalf of youths, must have a minimum ratio of 1 to 10, adults to youth.

## 5. REFUNDS

- A. Full refunds will be granted when the department cancels a reservation.
- B. Refunds will be granted with at least a forty-eight (48) hour notice prior to the rental.
- C. Refunds will not be given for failure to show or if proper notification is not given.

## **6. EQUIPMENT USE**

- A.** Picnic tables are provided at each facility. The use of additional tables and chairs must be arranged by the renter and at the renter's cost.
- B.** The Recreation Department does not guarantee the availability of any other equipment.
- C.** Equipment must be returned to the proper location.
- D.** Equipment that is damaged will result in the deduction of the renter's deposit to cover any replacement or repairs.

## **7. USE OF FACILITY**

- A.** Alcoholic beverages are prohibited in Forsyth County pavilions and buildings and on all park grounds.
- B.** Tobacco products are prohibited in all Forsyth County indoor facilities.
- C.** Use of nails, tacks, staples or tape is not permitted and nothing may be hung from the overhead ceiling or lighting fixtures.
- D.** The use of sound amplifying equipment will be monitored by the recreation staff to ensure noise levels are comfortable for all other park users.
- E.** All garbage/trash must be removed, by the renter, from the facility following the event and placed in the park dumpster.
- F.** The Recreation staff shall have the right to enforce all Forsyth County facility rental policies. This includes cancellation of rental, at any time during the rental period for violation of the rules.

## **PAVILION RENTAL FORM**

For, and in consideration of the sum stated below, and other good and valuable consideration the receipt of which is hereby acknowledged, Forsyth County hereby grants to:

Event Rental Individual or Group Name: \_\_\_\_\_

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

Telephone Number: \_\_\_\_\_

Place a  in the row for the Pavilion that you desire to rent.

<input checked="" type="checkbox"/>	Pavilion	Capacity	Size	Fee
	Central Park Pavilion #1 (Playground)	24	38 x 28	\$50.00
	Central Park Pavilion (Adult Complex)	24	38 x 28	\$50.00
	Midway Park Pavilion	90	85 x 43	\$50.00
	Poole's Mill Park Pavilion	60	45 x 33	\$50.00
	Sawnee Mountain Park Pavilion (Building)	24	29 x 20	\$50.00
	Sawnee Mountain Park Pavilion (Gazebo)	24	30 Diameter	\$25.00
	Sawnee Mountain Preserve Pavilion A (Lower)	12	34 x 18	\$50.00
	Sawnee Mountain Preserve Pavilion B (Upper)	12	34 x 18	\$50.00
	Sawnee Mountain Preserve Amphitheatre	150	60 x 60	\$100/4 hrs
	Sharon Springs Park Pavilion #1 (Back near Cages)	36	45 x 20	\$50.00
	Sharon Springs Park Pavilion #2 (Playground)	24	39 x 29	\$50.00
	Young Deer Creek Pavilion	20	20 x 28	\$50.00

the right to use \_\_\_\_\_  
Name of Pavilion you/your group want to Rent

for a (type of function) \_\_\_\_\_ and for no other purpose, to be held on the \_\_\_\_\_ day of \_\_\_\_\_, during the hours of \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm.

### **FEE INFORMATION**

Renter agrees to pay \$\_\_\_\_\_ for rental of the facility indicated above.

Renter agrees to pay other stated fees as apply:

1. The Renter shall be liable for all damages identified below occurring during the contracted rental times. All damages will be billed directly to the Renter.
  - a. There is damage to the facility, furnishings, equipment, grounds, etc.
  - b. The facility, furnishings, grounds are not left in as clean a condition (as what was found upon rental) following the rental time agreement.
  - c. Any rental guests or invitee displays improper conduct as determined by recreation staff. Improper conduct shall include, but not be limited to, abusive or threatening language, physical violence, lewd behavior, or apparent intoxication.
2. In the event the Forsyth County Parks and Recreation Director elects to waive the rental fees, the Renter agrees to pay the above stated deposit.

The Renter has received a copy of the Forsyth County Parks and Recreation Facility Rental Policy and agrees to abide by all rules and regulations set forth by the Forsyth County Parks and Recreation Department, The Forsyth County Parks and Recreation Board, The Forsyth County Board Commissioners, and its representatives.

**REFUNDS**

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**WAIVER OF LIABILITY**

On behalf of the group listed above, I understand, by my signature below, the fees, conditions and policies provided with, and included within this application and agree to abide by them. The group and all participants assume all responsibility for, and risks and hazards of, participation in the rental activity referenced above. In consideration of Forsyth County allowing the group to use a facility in the Parks and Recreation Department, I, on behalf of the group, do hereby release Forsyth County, the Forsyth County Parks and Recreation Department, the Forsyth County Recreation Board, all officials, officers, supervisors, volunteers, and all the other agents of the County, of any and all claims, demands, rights and causes of action of whatever kind and nature, arising from and by reason of, personal injuries, damages to property, and the consequences thereof, resulting from our participation in the rental activity described above.

\_\_\_\_\_  
REPRESENTATIVE SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PARKS & RECREATION EMPLOYEE

\_\_\_\_\_  
DATE APPROVED

**METHOD OF PAYMENT**

Check # \_\_\_\_\_ Money Order # \_\_\_\_\_

Credit/Debit VISA \_\_\_\_\_ MC \_\_\_\_\_ AMX \_\_\_\_\_ DISC \_\_\_\_\_

Card Number \_\_\_\_\_

Expiration Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Name as it Appears on Card \_\_\_\_\_

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

Make Check Payable & Mail To – Forsyth County Parks & Recreation / P.O. Box 2417 /  
Cumming, GA 30028

Fax Form With Credit Card Information & Signature To – 770-781-2221

## PAVILION/BUILDING CLEAN UP LIST AND PARK RULES

1. No alcoholic beverages are allowed on Park premises.
2. No smoking in restrooms and community buildings.
3. No tape on painted surfaces. All decorations/tape must be removed before leaving.
4. Authorized park personnel must pre-approve any type of equipment; play structures, animals, etc in writing.
5. **Clean kitchen before departure. This includes wiping down counters and stovetop.**
6. **Turn off stove and clean out refrigerator.**
7. **Sweep/mop or vacuum floor.**
8. Bag all garbage and remove to park dumpsters.
9. **Before leaving the building, please do the following:**
  - **During the summer months, turn air conditioner to 78 degrees.**
  - **In the winter months, turn heater to 65 degrees.**
  - **Turn all lights off.**
  - **Lock all doors.**
10. Failure to adhere to the above requirements and failure to return keys to the Forsyth County Parks and Recreation Department will result in forfeiture of your deposit.

**Pavilion Users may disregard rules that apply to Building Users.  
Those rules are above in bold type.**

**Thank you,**