



# Forsyth County Parks and Recreation Department

## Sawnee Mountain Preserve Visitors Center

### Building Rental Policies

#### 1. DEPOSITS

- A. Community Buildings/Meeting rooms require a \$300.00 that is due a minimum of 24 hours prior to the rental.
- B. Deposits will be refunded if the Forsyth County Parks & Recreation Department (FCPRD) staff report the facility in good and working condition.
- C. If FCPRD staff does not report the facility in good and working condition then the group will lose the portion of the deposit that would cover any repair and/or clean up costs noted on the post check-list.
- D. If damages and/or clean up cost is more than the deposit required, the group will be billed for the difference.
- E. Groups will not be allowed to use any Forsyth County facilities until all damage fees are paid.
- F. **A Facility Use Agreement must be completed at the time the reservation is made.**  
**NO RESERVATIONS WILL BE TAKEN OVER THE PHONE.**

#### 2. FEES

- A. **Rental fees must be paid at the time the reservation is made.**
- B. Hours of use are requested upon completion of the use agreement.

#### 3. FEE WAIVERS/REDUCTIONS

- A. All requests for fee waivers or reductions will only be made at the discretion of the FCPRD 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. Staff fees and deposits will not be waived.

#### 4. REFUNDS

- A. Full refunds will be granted when the department cancels a reservation.
- B. Refunds will be granted with at least a 2 full business days notice prior to the rental.
- C. Refunds will not be given for failure to show or if proper notification is not given.

#### 5. 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.
- C. Facilities will not be available when a FCPRD program or other approved activity is being conducted.
- D. FCPRD 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 building or any other Forsyth County facility.

#### 6. RENTAL AGREEMENTS

- A. Rental agreements must be signed by the renter and the designated FCPRD staff to be valid.
- B. The rental reservation time frame should include any set-up or clean-up time required.
- C. FCPRD reserves the right to void an agreement to any group due to scheduling conflicts.
- D. In the event of cancellation, the group will be given at least 14 business days notice.
- E. If Forsyth County government is closed due to inclement weather, all reservations will be cancelled and may 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.
- F. No one under the age of 21 may enter into a rental agreement with Forsyth County.
- G. Youth groups, or rentals on behalf of youths, must have a minimum ratio of 1 to 10, adults to youth.

#### 8. EQUIPMENT USE

- A. Tables and chairs may be available for the renter to utilize. Any additional tables and chairs needed must be arranged by the renter at the renter's cost. The FCPRD does not provide additional tables and chairs.
- B. Renters shall not exceed the building occupancy certificate.
- C. The recreation department does not guarantee the availability of any equipment.
- D. The group will be responsible for the set up and break down of any and all equipment.

- E. Equipment must be returned to the proper location.
- F. Equipment that is damaged will result in the deduction of the renter's deposit to cover any replacement or repairs.

## **9. FACILITY RULES**

- A. Alcoholic beverages are prohibited in Forsyth County 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 ceiling or lighting fixtures. All decorations must be removed before departure.
- D. The use of sound amplifying equipment will be monitored by FCPRD staff to ensure noise levels are comfortable for all other park users.
- E. The FCPRD will direct the renter to necessary clean up supplies but is not responsible for the clean up of the facility.
- F. All garbage/trash must be removed, by the renter, from the facility following the event and placed in the dumpster outside the building.
- G. Authorized park personnel must pre-approve any type of equipment; play structures, animals, etc. for use at FCPRD facilities.



- 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.
- 3. Renter pays staff fee of \$15.00 per staff member, per hour for use of facility outside regular hours of operation. At least one (1) staff member is necessary if audio/visual equipment is to be rented. Forsyth County Parks and Recreation will determine the amount of staff required otherwise.
- 4. Audio/visual equipment rental may include use of the Smart Technologies - Mobile Interactive Rear Projection Whiteboard 2000i series, Gateway laptop, View Sonic projector, portable screen, flat screen LCD TV/DVD and Distance Learning/Video conferencing capabilities. None of these items are permitted to be carried outside of the Visitor Center.
- 5. Rental hours for the event are identified above. The minimum number of rental hours is two (2). If the contracted rental hours are exceeded, the renter will be charged an additional hourly rental fee of \$\_\_\_\_\_ per hour.
- 6. In the event the Forsyth County Parks and Recreation Board elects to waive the rental fees, the Renter agrees to pay the above stated deposit and Staff fees.

The Renter has received a copy of the Forsyth County Parks and Recreation Building 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 of Commissioners, and its representatives.

**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 Central Park Recreation Center, 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 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 and the use of the Central Park Recreation Center.

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

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SAWNEE MOUNTAIN PRESERVE VISITOR CENTER OFFICIAL \_\_\_\_\_ DATE APPROVED \_\_\_\_\_

***Office use only***

<b>Rental Fee:</b>	Date Paid:	Receipt #
Cash:	Check Amt:	Check #
Card Type:	Card #	Exp Date:
<b>Deposit: \$300</b>	Date Paid:	Receipt #
Cash:	Check Amt:	Check #
Card Type:	Card #	Exp Date:

## **BUILDING CLEAN UP LIST**

1. Clean kitchen before departure. This includes wiping down counters and stovetop.
2. Turn off stove and clean out refrigerator.
3. Sweep/mop or vacuum floor.
4. Bag all garbage and remove to preserve dumpsters.
5. 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.

**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.**