

TODAY'S DATE: _____

ATTENDANT _____

GLYNN COUNTY PUBLIC WORKS FACILITY RENTAL CONTRACT

Please Initial Facility: **Ballard** _____ **Highland Park** _____ **Baldwin/Brookman** _____

Date of Use: _____ Day of the week: _____

Rental time is 7:00 am to 10:00 pm. Please allow for set-up and break-down within these hours.

RENTAL INFORMATION

Circle One: **Business** **Individual** **Non-Profit** **Government Use**

Type of Activity/Purpose of Rental: _____ ** Number of People _____

****Number of people shall not exceed the building capacity set forth by the Glynn County Fire Department.**

The limits are:

Ballard- 101 people

Highland Park- 30 people

Baldwin/Brookman- 59 people

A permit must be obtained from Glynn County Police Department for any public gathering of 100 people or more.

Will Revenue be received? ___YES ___NO Will outside vendors be used? ___YES ___NO

Name of Responsible Party: _____

(Must be at least 21 years old)

Address: _____

City: _____ State: _____ Zip: _____

Phone#: _____ Alternate Phone#: _____ (Email) _____

GA Driver's License #: _____ **(attach copy of license)**

Organization/Group Name (if applicable): _____

501 C 3 (Non-profit certification, form must be included)

DESCRIBE IN SPECIFIC DETAIL THIS EVENT: (i.e. Serving cake & ice cream; bringing in food; DJ etc.) _____

Keys must be picked up the business day prior to your rental by 4:00 p.m. For Friday, Saturday, and Sunday rentals; you must pick up key on Thursday no later than 4:00 p.m. If a staff member is called in after office hours to issue a key, a \$25.00 late fee will be charged, which must be paid separately from all other fees, by check or cash at the time the key issued. Keys must be returned next business day after rental between 8 a.m. and 3:00 p.m.

Keys not returned on time will be subject to a \$25.00 late fee.

FOR GLYNN COUNTY USE ONLY

RENTAL FEE: **\$75.00** OTHER: _____

CASH CHECK # _____



(Place PAID Stamp here)

Receipt # _____

KEY DEPOSIT: \$ 100.00

CASH _____ Money Order _____

Paid: _____ Bal. Due: _____

Receipt # _____

DATE ISSUED _____ STAFF _____

DATE RETURNED _____ STAFF _____

RULES FOR FACILITY USAGE

Renter agrees to the following:

1. PAYMENT:

- a. A \$75.00 rental fee must be paid in full at the time of booking. **This fee is non-refundable, unless Glynn County cancels the event.** Payment must be in the form of **exact cash, check or money order** made payable to **Glynn County Board of Commissioners.**
- b. A deposit of \$100.00 **cash/ money order** is re-fundable and due at the time the key is issued. **These funds will be deposited. Refunds are reissued by check and can take up to thirty (30) business days to be returned.** Keys must be returned on the next business day by 3:00 p.m. The renter must comply with the following in order for the cleaning deposit to be refunded in full. Floors swept, trash bagged and tied and placed near the back door (do not place trash outside the building), remove all personal items from premises; **NO CRABS of any sort are allowed inside of building, including trash;** no tacks or nails are to be used to attach decorations to walls and other surfaces. All decorations and tape must be removed. Spills on the floor, stove, counter tops, and inside the refrigerator must be wiped or mopped up. No chairs and/or table shall be removed from the building. **We are not responsible for anything left in the refrigerator, stove, cupboards, etc.** In the event of damages to county property or items provided by the county are missing, the renter will forfeit the total cleaning deposit.
- c. Keys must be picked up by **4:00 p.m.** on the business day prior to rental date; with **keys for the weekend rentals (Fri., Sat., & Sun.) must be pickup Thursday before 4:00 p.m.** If a staff member is called after hours to issue a key, a \$25.00 fee (cash, non-refundable) must be paid at the time the key is issued.

Initial here

Initial here

2. GLYNN COUNTY CODE ORDINANCES (GCCO):

- a. Fireworks, explosives, firearms and devices which discharge projectiles by any means are prohibited in any facility and on any facility grounds. (GCCO 2-11-7)
- b. **Alcoholic beverages are prohibited at all facilities. (GCCO 2-11-6)**
- c. Smoking is prohibited in all county indoor facilities.
- d. **Parks are open to the public from 7:00 am to 10:00 pm only. (GCCO 2-11-11)**
- e. Excessively loud noise will not be tolerated and will be determined by Glynn County Police Department. For public parks and other property. (GCCO 2-9-55)
- f. A public gathering of 100 or more persons requires a permit from the Glynn County Police Chief. (GCCO 2-26-4)
- g. A limited number of tables and chairs are available in each building. There will be no additional tables and chairs provided. Tables, chairs and all other county property shall not be removed from the facility.
- h. To assure return of deposit, all facilities will be cleaned prior to vacating premises and free of damage.
- i. All litter and refuse shall be placed in the appropriated receptacle provided and will be disposed of according to the agreement with Glynn County.
- j. No form of adult entertainment of a sexually oriented nature shall be permitted. (GCCO 2-24-3)
- k. The individual or organization requesting the facility will be responsible for any damages or violations of these rules and regulations.
- l. **Violation of any rule or regulation that governs the Glynn County Facilities will be cause for barring such individual or organization from any future reservation of any county facility and for the immediate termination of the facility use permit issued pursuant to this application.**

Initial here

Initial here

Initial here

Initial here

Initial here

Initial here

Initial here

Initial here

Initial here

Initial here

Initial here

Initial here

I, personally and as the agent for the requesting organization, hereby covenant and agree to release, acquit, and forever discharge GLYNN COUNTY, GEORGIA, ITS OFFICER, AGENTS and EMPLOYEES from any and all actions, causes or actions, claims or demands for damages, costs, expenses, compensation, consequential damages, or any other claim resulting or to result from an occurrence or accident, including bodily or personal injury, that happened during the use of the facility. Furthermore, to the fullest extent permitted by law, the applicant, shall indemnify and hold harmless GLYNN COUNT, GEORGIA, ITS OFFICERS, AGENTS AND EMPLOYEES from and against claims, damages, losses and expenses arising out of or resulting from my acts or omissions and those of the participants using the facility in accordance with my permit, whole or in part, while using the facility. This indemnity shall not apply to acts or omissions caused by the lone, sole negligence or misconduct of any person seeking indemnity.

I have read and fully understand this application and will obey the rules and regulations stated above.

Renter's Signature

Date

Department Representative

Date

IF YOU EXPERIENCE ANY PROBLEMS WITHIN THE BUILDING PLEASE CALL THE MAIN NUMBER

Glynn County Public Works Department ~ 4145 Norwich Street ~ Brunswick, GA 31520 ~ Ph.: (912) 554-7746 / Fax: (888) 558-1549

IN CASE OF EMERGENCY CALL POLICE: 911