

TODAY'S DATE: _____

ATTENDANT: _____

GLYNN COUNTY RECREATION AND PARKS DEPARTMENT
FACILITY RENTAL CONTRACT

SELDEN PARK

Circle One: *GYM* *POOL* *PAV#1* *PAV#2* *PAV#3* *PAV#4* *ACTIVITY RM*

Date of Use: _____ Day: _____

Rental Hours From: _____ To: _____

**These hours include all time required for setup, breakdown and clean up of the event site.

<i>Initial:</i>
PAPERWORK

POLICE
NOTIFIED

RENTER INFORMATION

Annual Event Fund-raising Private Non-Profit Government Use

Type of Activity/Purpose of Rental: _____ # of People: _____

Will Revenue be received **YES/NO** **Circle one** Will outside vendors be used? **YES/NO**

Will Alcohol be served **YES/NO**

**If "YES" is selected, you must apply for (at least FOURTEEN (14) days prior to the event) and obtain a permit from the Police Chief (Ordinance 2-26-5). _____ (Initials of Renter). If alcohol is served, no alcohol may be consumed or served after 10:00 p.m.

Name of Responsible Party: _____ Name of Contact: _____
(Both must be at least 21 years old)

Renter Address: _____ Renter Driver's License _____

City: _____ State: _____ Zip: _____

Renter Phone: Home _____ Work _____ Cell _____

Organization/Group _____ Tax Exemption Number: _____

INSURANCE COVERAGE: Type: _____ Amount: _____

PLEASE DESCRIBE IN SEPCIFIC DETAIL THIS EVENT: (i.e.: Purpose, activities, length)

Serving Food: Y N Type: _____

Deejay/Band: Y N Name: _____

Catered: Y N Name/Company: _____

I have read and fully understand the Selden Park Rental Policies and Procedures attached hereto and agree to obey and follow the rules and regulations pertaining to the use of the Facility at all times. I understand that it is also my responsibility to ensure that all guests, invitees, and person in attendance at the Event follow and abide by said rules and regulations and that violation of such rules and regulations may be grounds to terminate the Event and that I will not be entitled to any refund.

OFFICE USE ONLY

Deposit: Check # _____ Cash \$ _____

Rental Fee: Check # _____ Cash \$ _____

Extra Time Fee: Check # _____ Cash \$ _____

Receipt Number _____

Name on check _____ Total Fee \$ _____

Departmental Signature _____

Deposit refundable depending on condition of building

SELDEN PARK RENTAL POLICIES AND PROCEEDURES

PAYMENT:

1. One hundred percent of the rental fee and damage deposit are due at the time of booking in the form of exact cash, check or money order made payable to Glynn County Board of Commissioners. **A fee of \$35 per hour will be charged for any additional time before or after the event for gym rental and \$10 per hour for the use of the Activities/Events room.**
2. The deposit will be returned to the applicant within two (2) weeks so long as the post-event inspection meets the approval of GCRPD management. In the event of an unsuccessful post-event inspection, the renter will forfeit their deposit, which will be used to reimburse GCRPD for expenses, repairs, and labor, hauling and clean-up.
3. There will be no refunds unless the event is cancelled by Glynn County Recreation and Parks Department.
4. Fireworks, explosives, firearms and devices which discharge projectiles by any means are prohibited in any facility and on any facility grounds.
5. Smoking is prohibited in all county indoor facilities.
6. Fire codes shall be adhered to at all times including, but not limited to, seating capacity, lobby capacity, and other areas of the building.
7. Excessively loud noise will not be tolerated and will be determined by Glynn County Police Department.
8. No form of adult entertainment of a sexually oriented nature shall be permitted.
9. **For events over one hundred participants, a Glynn County Permit form has to be completed within 14 days prior to the event.** The maximum occupancy of Selden Park gymnasium is 700 participants.
10. Curfew for all outdoor facilities is 10:00 PM. Rental time for any inside facility cannot exceed 1:30 AM. If alcohol is served, no alcoholic beverages may be consumed, served, or used before 11:00 a.m. or after 10:00 p.m.

Facilities	Occupant Load	Initials
Gymnasium	700	
Activity Room	75	
Swimming Pool	125	
Pavilion #1	30	
Pavilion #2	80	
Pavilion #3	80	
Pavilion #4	96	

11. The Glynn County Recreation and Parks Department must approve specific room set-up, including furniture placement and decoration. A set-up drawing must be submitted for approval within one week prior to the scheduled event. All equipment and artwork owned by Glynn County shall remain in the Facility at all times with no exceptions. The Glynn County Recreation and Parks Department will be responsible for moving or relocating any equipment if necessary.
12. The Renter shall assume all responsibility for the acts and conduct of all persons admitted to the premises during the term of the rental period and the Renter shall comply with all the laws, ordinances, rules and regulations of the State of Georgia and Glynn County will obtain and pay for all necessary permits and licenses. If a violation occurs and is not immediately corrected, the County or its designee will terminate the event and no refund will be made.
13. The Renter shall be liable for all damages to the building, furniture, fixtures and equipment located at the facility, including all rental items and items brought to the building by the renter or its agents and agrees to indemnify and hold Glynn County and its designees harmless from claims and suits arising out of injury or death to persons or damage to either the Property or Renter's Property.

14. **The County and its employees do not assume responsibility for items left after the rental time.** The Renter, caterer, florist and any other providers or individuals are responsible for the removal of all decorations and equipment immediately following the event.
15. **No Cooking** is permitted inside the gym. Glynn County will not be responsible for food preparations, supplies or food consumed. Renter is responsible for all clean-up of the facilities. All trash to include food must be placed in heavy-duty plastic garbage bags, and put in the appropriate receptacles provided by Glynn County.
16. **No charge or fee shall be required of any attendee at the event** for any food, alcoholic beverage or any other thing except that a caterer may charge the applicant for such items provided to all persons at the event. Provided, however, under no circumstances may any payment or fee may be received from or charged, directly or indirectly, to guests or attendees for any alcoholic beverages.
17. **Glynn County reserves the right to refuse rental of any facility to any person, group or group organization** that in the past has violated any Glynn County Ordinances, Policies, Procedures, Rules and Regulations; or has shown a disregard for persons or property; or who in the opinion of Glynn County did not conduct themselves in a peaceable and appropriate manner.

EVENTS INVOLVING ALCOHOL CONSUMPTION, the following rules are included:

18. Alcoholic beverages are not permitted at Selden Park, except inside the Selden Park Gymnasium pursuant to a Public Conduct Permit that must be applied for and received from the Glynn County Police Chief pursuant to Chapter 2-26 of the Glynn County Code of Ordinances. Alcohol cannot be consumed or served in the Gymnasium without such a Public Conduct Permit that allowing alcoholic beverages at the Event. Please be advised that it is the renter's responsibility to ensure that such an application for a Public Conduct is submitted to the Police Chief in a timely manner, which absent any exigent, unanticipated, or other circumstances beyond the control of the applicant, must be made the Police Chief at least 14 days in advance of the Event. A copy of the Public Conduct Ordinance, Chapter 2-26 can be provided upon request and can also be found on the internet at: <http://www.glynncounty.org/ArchiveCenter/ViewFile/Item/88>. Should your event receive a Public Conduct Permit for alcohol beverages, the Event shall be subject to certain conditions and requirements of the County's ordinances pertaining to alcoholic beverages, including specifically those conditions and requirements forth in Section 2-26-15. Renters should review the conditions and requirements for alcohol in their entirety, but special attention should be paid to the following:
 - a. Alcoholic beverages may only be consumed or served during the hours designated in the permit, which in no event shall be before 11am or after 10pm.
 - b. No Alcohol may be consumed and no open containers are allowed outside the Gymnasium.**
 - c. No payment or fee may be received from or charged, directly or indirectly, to guests or attendees for any alcoholic beverage.
 - d. Only wine and malt beverages may be served or consumed. No Liquor or distilled spirits are permitted.
 - e. Alcoholic beverages may only be consumed from cups, glasses, cans, or bottles that have a capacity of 16 ounces or less. No Beer Kegs are permitted.
 - f. No intoxicated person or persons under the age of twenty-one (21) shall consume, use, or be served or be allowed to consume, use, or be served any alcoholic beverages at the Event.
 - g. Charging admission, having a cover charge, or accepting donations at or as a condition of entry to the event for any person, attendee, or invitee shall not be permitted unless the alcoholic beverage is brought to the event by the individual consuming such beverage or by an individual in the same party as such person; or the applicant is a charitable 501(c)(3) organization and any admission charge or donation collected is used for charitable purposes and is not solely intended to defray the costs of or to sell or profit from the alcohol provided.

There will be a **\$50 non, refundable** clean-up fee for all reservations that serve alcohol

Security Requirements: Renter must provide at his/her own expense one off-duty Glynn County Police

Officer for every 100 participants, when renting the Gymnasium, or Activity/Events room. The Officer must be compensated on-site (**\$30/hour**) The Recreation Dept. makes the arrangements. _____

I, personally and as the agent for the requesting organization, hereby covenant and agree to release, acquit, and forever discharge GLYNN COUNTY, GEORGIA, ITS OFFICERS, AGENTS and EMPLOYEES from any and all actions, causes or actions, claims or demands for damages, costs, expenses, compensation, consequential damage, 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 COUNTY, 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.

(Signature of Renter)

(Date)

(Department Representative)

(Date)