

TODAY'S DATE: \_\_\_\_\_

ATTENDANT: \_\_\_\_\_

**GLYNN COUNTY RECREATION AND PARKS  
HOWARD COFFIN PARK FACILITY RENTAL CONTRACT**

Date of Use: \_\_\_\_\_ Day: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Rental time Option is from 7:00 am to 12:30 am.

(This time includes the renters set-up and clean-up time and no early set-up is allowed unless rented)

\_\_\_\_\_ Renters initials \_\_\_\_\_ Staff Initials: \_\_\_\_\_

**Fees:** Building Rental  
Damage deposit

\$200 for 6 hours, (\$30 for each additional continuous hour)  
\$100 (refundable)

**RENTAL INFORMATION**

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

Type of Activity/Purpose of Rental: \_\_\_\_\_ Number of People \*\* \_\_\_\_\_

\*\* Renters may not exceed the building capacity set forth by the Glynn County Fire Dept.  
The limit for the Howard Coffin Park building is 180 people\*\*

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 (H): \_\_\_\_\_ (W) \_\_\_\_\_ (Other) \_\_\_\_\_

GA Driver's License #: \_\_\_\_\_

Organization/Group Name (if applicable): \_\_\_\_\_

501C3 (Non-profit certification, form must be included): \_\_\_\_\_

PLEASE DESCRIBE IN SPECIFIC DETAIL THIS EVENT: (i.e. serving cake & ice cream, bringing in food, having D.J.,etc.) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I, \_\_\_\_\_, have read the attached HCP Post Event Clean Up form and understand that as a renter I am responsible for all clean-up duties as outlined on the form and that I will do so prior to the contracted rental period time ending. Staff Initials: \_\_\_\_\_ (Clean-up form attached)

**OFFICE USE ONLY**

RENTAL FEE: \_\_\_\_\_

ADDITIONAL FEES: \_\_\_\_\_

TOTAL FEES: \_\_\_\_\_

DEPOSIT: CASH  CHECK  CARD

(place paid stamp here)

# HOWARD COFFIN PARK BUILDING RULES FOR FACILITY USAGE

## Renter agrees to the following building rules for facility usage:

- a. One hundred percent of the rental fee and damage deposit is due at the time of booking in the form of exact cash, check, money order, credit card or debit made payable to Glynn County Board of Commissioners.
- b. The deposit will be refunded after the post-event inspection meets the approval of GCRPD management. A staff member will be on sight to conduct an inspection. 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, labor, hauling, and clean-up.
- c. There will be no refunds of the rental fees unless the event is cancelled by Glynn County Recreation and Parks Department. Refunds will be mailed from the Glynn County Finance Department within 1 - 2 weeks after the event.
- d. Set-up and break-down time must be concurrent with the rental time.
- e. A limited number of tables and chairs are available; there will be no additional tables or chairs provided.
- f. Tables, chairs and all other county property shall not be removed from the facility.
- g. Renters are responsible for their own chair and table style arrangements.
- h. Renters shall allow at least 30 minutes for clean up time before the end of the rental time.
- i. If you request additional hours and you do not utilize the time, there is no refund on those extra hours. Hours must run consecutively, they cannot be split up.
- j. Fireworks, explosives, firearms and devices which discharge projectiles by any means are prohibited in any facility and on any facility grounds.
- k. Alcoholic beverages are prohibited at all facilities.
- l. Smoking is prohibited in all county indoor facilities.
- m. Parks are open to the public from 7:00 am to 10:00 pm only.
- n. To assure a return of deposit, the facility will be cleaned prior to vacating premises and free of damage.
- o. All litter and refuse shall be placed in the appropriate receptacle provided and will be disposed of according to the agreement with Glynn County Recreation and Parks Department.
- p. No form of adult entertainment of a sexually oriented nature shall be permitted.
- q. The individual or organization requesting the facility will be responsible for any damage or violation of these rules and regulations.
- r. Violation of any rule or regulation that governs the Glynn County Recreation and Parks Department programs and 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.
- s.

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)

Glynn County Recreation and Parks Department  
Howard Coffin Park  
1402 Sonny Miller Way  
Brunswick, GA 31520  
Phone: 912-279-3810 Fax: 912-267-5590  
IN CASE OF EMERGENCY, CALL POLICE: 911