



ATHLETIC FACILITY RENTAL AGREEMENT

Procedures and Regulations

- A. Reservations are for athletic fields/gymnasiums only; they do not include usage of concessions, equipment owned by the county or supplies owned by the county.
- B. The Parks and Recreation Department requires all concessionaries to be contracted by the Rockdale County Board of Commissioners.
- C. The Parks & Recreation Department has the right to refuse concessions to any persons/ or group during any program conducted on Rockdale County athletic fields/gymnasiums.
- D. Renters may not operate their own concessions during any athletic event without written approval from The Parks and Recreation Department.
- E. The use of a Rockdale County field/gymnasium may be reserved for a reasonable period for the purpose of group activities through application to the county and upon payment of a facility rental fee in accordance with the fee schedule.
- F. The Facility Usage Request forms can be emailed, or hand delivered to the Athletics Office (Johnson Park Recreation Center: **1781 Ebenezer Rd. Conyers, GA 30094**). To request an application, please contact 770-278-7529/7243. Applications are processed on a first come, first serve basis. Completion of the application does not ensure that the dates requested will be available.
- G. Permits will be issued upon receipt of full payment of all fees and charges.
- H. Users will assume liability for any damage to the facility while in its use. Users are required to provide Rockdale County with a Certificate of Liability Insurance with limits of \$1,000,000 with Rockdale County named as the co-insured. The party making the reservation shall assume full responsibility and liability for the activity.
- I. Admission fees and/or donations are **PROHIBITED** without written approval from The Parks and Recreation Department.
- J. The Parks and Recreation Department reserves the right to require emergency medical personnel, security, and traffic control enforcement.
- K. Selling food is **PROHIBITED without a permit**.
- L. Selling of T-Shirts and any paraphernalia are **PROHIBITED** without written approval from The Parks and Recreation Department.
- M. Animals are **PROHIBITED** on the athletic fields/gymnasiums and must always be on a leash.
- N. County Ordinance prohibits alcoholic beverages anywhere in the park/ athletic facilities. Section 70-2.6 Alcoholic beverages/ Illegal drugs.
- O. Parks and Recreation have the right to cancel any activities on an athletics field/gymnasium during severe or inclement weather when it is deemed necessary that conditions would cause harm to participants or damage to fields/gymnasiums.



- P. Disorderly conduct or behavior by participants and the playing of profane music will not be tolerated. This agreement may be terminated at the discretion of Rockdale County Parks and Recreation personnel if such behavior occurs.
- Q. Renter must be at least 21 years of age or older to use the field(s)/ gymnasium(s). The individual who signs the agreement is responsible for the field(s)/gymnasium(s).
- R. Renters claiming tax-exempt status must provide the Athletics Office with their Internal Revenue Service Tax Exempt Number to be verified.
- S. The renter will make sure all trash is picked up and placed in containers provided. Failure will result in the security deposit being forfeited.
- T. For safety purposes, field lights will be turned on at dusk.
- U. The renter is **REQUIRED** to have a minimum of one Rockdale County Parks and Recreation Athletics staff person at the facility during the time of rental.
- V. A special permit for loudspeakers and other electronic devices must be requested at least one month but no later than two weeks prior to the event.
- W. Games/ activities scheduled must be between the hours of 8AM -10:00PM, Sunday-Saturday (EXCEPTIONS must have prior approval by the Parks and Recreation Department).
- X. A field incidental fee/deposit (refundable) of \$300 is due at the time of the reservation and is to be with DEBIT/CREDIT CARD ONLY. This fee/deposit is subject to forfeiture for cancellations after 5 days prior to the rental

Organization (Print)

Renter/Representative Name

Signature

Date

Receiving this form is NOT confirmation and does NOT guarantee usage of any Rockdale County Facility/ Field(s). Acknowledgement of a request will be made within 24 to 48 hours. All requests must be submitted 10 days in advance with payment. The rental incidental fee/deposit is subject to forfeiture for cancellations after 5 days prior to the rental



-  Johnson Park Softball Fields
-  Legion Fields
-  Earl O'Neal (Soccer Field)
-  JP Carr Gymnasium
-  Johnson Park Gym I (Old Gym)
-  Johnson Park Gym II (New Gym)

FACILITY USAGE REQUEST

CONTACT INFORMATION

Organization Requesting Rental:	
Renter / Point of Contact Name:	
Renter Email:	
Address:	
Phone Number:	
Secondary Contact Name:	
Secondary Contact Phone Number:	
Activity Planned:	
Estimated Number of Attendees:	

REQUEST INFORMATION

Rental Request	DATE	TIME AM/PM	FACILITY LOCATION	FIELD #	COST
1					
2					
3					
4					



MANDATORY USAGE FEES

Johnson Park Gymnasium	Resident Fee	Non-Resident Fee
Incidental Fee: \$300		
First 6 Hours	\$250	\$300
Floor Cover	\$100	\$100
Additional Hour	\$75	\$75
2 Hour Practice Johnson Park Court	\$125	\$150
2 Hour Practice JP Carr Court	\$100	\$125
Add-On- Audio System	\$100	\$100
Athletic Fields	Fee	
Incidental Fee: \$300		
Field Rentals:		
Football	\$400/Per Day	
Soccer	\$300/Per Day	
Soccer Field (Practice)	\$50/Per Day	
Field Maintenance:		
Field Rental Coordinator	\$25/hour	
Baseball/Softball Fields:		
Per Field Per Day	\$225	
Temporary Fence Per Field Per Day	\$75	
Field Drying Material Per Bag	\$20	
Lining Chalk Per Bag	\$15	
Field Maintenance		
Sports Field Complex Field Rental Coordinator	\$25/hour	

*7% Tax applied

Athletic Rental Rules and Regulations:

Any person who utilizes any facility maintained by Rockdale County Parks & Recreation shall comply with the Athletic Rental Rules and Regulations. A copy of the Athletic Rental Rules and Regulations shall be maintained at Johnson Park Recreation Center.

Incidental Fees: All incidental fees are due at the time of booking. Acceptable forms of payment VISA, Mastercard, Discover and American Express. The refund of the fee is contingent upon the renter vacating the premises on time and properly leaving the facility the way it was found with zero damage. Failure to do so will result in forfeiture of this fee.

OFFICE USE ONLY

Incidental Fee Amount Due: _____

Rental Fee Amount Due: _____

Final Payment Amount Due: _____

Total Amount Due: _____



I, the renter, understand the mandatory incidental fee is due at the time of the appointment and is to be paid with DEBIT/CREDIT CARD ONLY. The reservation is not complete until fees are paid. I understand the refund of the INCIDENTAL FEE is contingent upon the renter vacating the premises on time, properly leaving the field/facility the way it was found with zero damage and abiding by all rules/procedures.

It is the responsibility of the renter to read this document, understand and abide by all the rules and regulations that have been presented. Failure to do so will result in the forfeiture of your incidental fee and the potential refusal of future rentals.

Renter's Name (Printed)

Renter's Signature

Date

Recreation Athletics Manager

Date

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