



Renter Acknowledgement of Rules & Regulations
Rental Agreement: C.E. Steele

***Rentals will only be issued to person's
21 years of age or older***

1. Renter Named on Agreement

The person name on the Rental Agreement shall remain present throughout the duration of the event and any action or conduct of any individual participating in the activities at the rented facility will be the responsibility of the person who signed the rental agreement. In the event that the person listed on the Rental Agreement leaves the facility prior to the conclusion of their event (***completion of the opening/closing checklist***) or refuses to complete all required documentation presented by the facility attendant, understands they will forfeit their incidental fee.

2. Secondary Renter

The renter named on the rental agreement has the option of selecting someone to be listed on their agreement as their secondary contact. This person is allowed to receive information about the rental, receive keys to the facility, access the facility and complete the opening and closing checklist in the absence of the primary renter. Rockdale County Employee who reserves the facility must remain at the facility for the entirety of the event. A secondary renter does not apply to Rockdale County Employees.

3. Access to Facility

Rockdale County Parks and Recreation staff will be on-site at your event. Access to the facility is **only** permitted during the hours listed on your Rental Agreement. The renting party must vacate the facility whether people are waiting to use the facility or not. Failure to exit the facility at your designated end time will result in the forfeiture of your incidental fee.

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P.O Box 181

Conyers, GA 30012



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4. Rental Time

Preparation (set-up time) for your event must be included in your rental time and must take place immediately prior to your event. Preparation time is defined as any time needed for decoration, delivery of supplies, cake set-up or food delivery. The facility will not be available at any time prior to the start of your event as stated on your agreement form.

5. Additional Time

Renters may add additional time to their event up to 4 weeks prior to their scheduled event date. All additional time must be paid in full at the time of the request.

6. Cancellation & Rescheduling

Cancellation or rescheduling of a reservation for a facility must be done at least 14 days prior to the reservation date to receive a refund. If cancellation or rescheduling is requested any time after 14 days, a 25% processing fee or \$50, whichever is less, will be deducted from the refund total. All refunds are processed and issued in approximately 3-4 weeks depending upon the original form of payment.

7. Decorations

Decorations may not be attached to the surface or walls of the facility that may potentially cause damage. No nails, tacks, staples, or tape should be used to hang objects anywhere in the building or on the premises. **NO GLITTER, CONFETTI** or is not allowed at the facility. Balloons are allowed, on an arch or center piece. All balloons need to exit the facility. Any damage or confetti/glitter is used will forfeit your incidental fee. The renter is responsible for their decorator and/or event coordinator is aware of this policy.

8. Rental Equipment

Rental Equipment is prohibited from staying overnight on County Property unless approved by management. All rental equipment will need to be removed from county property when the event is over. Failure to remove items will be discarded.

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9. Cleanliness of Facility

It is the responsibility of the renter to ensure the facility is cleaned and left in the way it was originally found.

- ❖ Refrigerator has been emptied and wiped out.
- ❖ Sink is free of food and trash.
- ❖ Trash has been removed.
- ❖ Floor has been swept and mopped if necessary.
- ❖ Food warmer cleaned and free of trays and food

10. Rental Layout

As the renter of this facility, you are responsible for the set-up and break-down of your layout. Tables and chairs will be provided for you. As stated previously, please include this preparation time with your total rental time. Additional time will not be allotted for this.

11. Alcoholic Beverages

Alcoholic beverages are **PROHIBITED** on all county properties, which include ballfields, pavilions, community centers, and gyms with the exception of three facilities. (**Black Shoals, Auditorium and Costley Mill Park**)

12. Smoking

Smoking (this includes vaping) is **PROHIBITED** on all county properties, which include ballfields, pavilions, community centers, and gyms.

13. Event with Food Present

Renters that will be providing food at their event are permitted to use warming ovens that are available at specific locations. (JP Carr Community, CE Steele, and Black Shoals Retreat House). If warming ovens are not available at the rented facility, renter is allowed to utilize portable food warming systems such as sterno products and insulated carriers. The use of a stove, electric burner, indoor grill, etc., are **NOT** permitted.

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14. For-Profit Rentals

A for-profit rental is classified as any event that is held on Rockdale County property and is receiving any form of payment while on the property. If your event is accepting money in exchange for tickets, admission, or access to the premises, approval by the Recreation Department is required. Approval of this type of event may result in an additional fee.

15. Appliances

The use of outside appliances is prohibited at the facility. This includes the following:

- Crock Pots
- Single use burners
- Deep Fryers
- Air Fryers

16. Rental Equipment/Caters/Rental Companies

All rental companies and caterers must provide a \$1,000,000 liability insurance prior to the event. If liability insurance is not provided for the company, then the company or the equipment will not be permitted on the facility. All rental equipment must vacate the premises once the event has been completed.

17. Food Trucks

If planning to have a food truck at your event, Parks and Recreation will need to know this information. All food trucks will need to have an inspection with Rockdale County Fire Department prior to your event. This inspection needs to **be completed 3 weeks prior to your event.** If the inspection has not been completed, the food truck will not be permitted on the facility.

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10. What type of function are you hosting? _____

11. How many will be attending your event? _____

12. Will any rental company/equipment or caters be present at the event? _____

13. Will there be a food truck present at your event? _____

If yes, name of company and a \$1,000,000 liability insurance policy must be submitted to Johnson Park prior to the event. If liability insurance is not on file, the rental company/equipment or carter is not allowed on the premises.

This reservation is effective for the for the date of ____/____/____
From the time of ____ until ____.

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 all fees are paid. I understand the refund of the INCIDENTAL 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 the forfeiture of my incidental fee.

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.

Signature of Renter: _____

Renter Contact Number: _____

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Renter E-Mail: _____

Secondary Contact Name: _____

Secondary Contact Number: _____

Secondary Contact E-Mail: _____

Signature of Staff completing reservation: _____

Signature of Recreation Operation Supervisor: _____

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