



Renter Acknowledgement of Rules & Regulations ***Rental Agreement: Pavilions***

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

Facilities are booked and configured specifically for you as indicated on our reservation forms. Our rooms and all other resources are allocated exclusively for your event. We strictly adhere to the following policies concerning every rental.

1. Renter Named on Agreement

The person named 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. If the person listed on the Rental Agreement leaves the facility prior to the conclusion of their event the second point of contact must remain on the premises until the conclusion of their event.

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, access the facility and complete the opening and closing checklist in the absence of the primary renter.

3. Rental Times

All preparation (set-uptime) 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 in your agreement from. **Pavilion Rental are as follows: full day rental is 10:00am-6:00pm.**

Rockdale County Parks and Recreation

P.O Box 181

Conyers, GA 30012



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4. Cancellation & Rescheduling

Pavilion rentals are a rain or sunshine event. Pavilions are non-refundable and non-transferable.

5. 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 on the premises. No adhesive on floors or anywhere on the premises. If done so, and damage is caused to the surface or floors, you will forfeit any future rentals. The renter is responsible for their decorator's execution. It is the responsibility of the renter to ensure the decorator and/or event coordinator are aware of this policy. Bounce house and/or tents are not permitted on County Property.

6. Bounce House/Tents

Bounce houses and tents are **PROHIBITED** on all county properties. If the renter utilizes a bounce house and/or tents, the renter will forfeit any future rentals.

7. Electricity

Electricity is not provided at any Pavilion.

8. Cleanliness of Facility

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

- Trash has been removed and placed in the receptacles located adjacent to the Pavilion.
- All debris and decorations must be removed from the premises.

9. Alcoholic Beverages and Smoking

Alcoholic beverages and smoking, this includes vaping, are **PROHIBITED** on all county properties. Which include ball fields, pavilions, parks, community centers, and gyms.

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10. 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.

11. 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.

12. Caterers

All caterers must provide \$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.

*****Please note: When renting any of our pavilions, the rental includes only the pavilion structure and benches within it. All restrooms and playgrounds remain open to the public during your rental. *****

13. What type of function are you hosting? _____

14. How many will be attending your event? _____

15. Will any rental company/equipment or caterers be present at the event? _____

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

If yes, the name of the 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 caterer is not allowed on the premises.

The reservation is effective for the date of ____/____/____

From the time of ____ until ____.

Please select a Pavilion:

- **Wheeler Pavilion - Maximum number of 50**
- **Johnson Park Pavilion - Maximum number of 50**
- **South Rockdale Pavilion - Maximum number of 50**
- **The Lawn @ Wheeler Pavilion - Maximum number 50**
- **Earl O'Neal Pavilion - Maximum number of 50**
- **Pine Log Pavilion – Maximum number of 100**

The reservation is not complete until all funds are paid in full. 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 refusal of future rentals.

Signature of Renter: _____

Secondary Contact Name: _____

Secondary Contact Email: _____

Signature of Staff Completing Reservation: _____

Signature of Recreation Supervisor: _____

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