

**ROCKDALE COUNTY RECREATION AND MAINTENANCE DEPARTMENT
FACILITY RENTAL RULES AND REGULATIONS**

Purpose— The purpose of our facilities is to satisfy the activity, social, meeting space and recreational needs of the citizens of Rockdale County. These regulations are necessary to ensure the fair usage of our facilities and to provide the maximum effective use for the greatest number of people possible.

The Rockdale County Recreation and Maintenance Department has first scheduling priority. All fees will be assessed according to the County’s approved fee schedule.

The guidelines and procedures specified through this document will govern all activities and organized events held at our facilities. These guidelines will be administered and enforced by Rockdale County at all facilities maintained and operated by the Rockdale County Recreation and Maintenance Department.

All activities conducted on the property of Rockdale County Recreation and Maintenance must comply with local, state and federal laws and in keeping with standards of reasonable behavior.

Failure to adhere to any of these conditions may result in immediate cancellation of the existing reservation and future use of all County Park facilities.

The department may approve the use of recreation facilities, by non-recreation groups in the following categories:

- Rockdale County residents and businesses: This category is defined by someone who pays property taxes on a primary residence or business that is located within the county limits of Rockdale.
- Civic Groups and Churches: This category is for organizations based in Rockdale County and churches that own land within Rockdale County. Organizations in this category must be of religious, charitable, fraternal or of education nature. Examples include but are not limited to Rotary Club, Kiwanis Club, Boy Scouts, Girl Scouts and churches that own property in Rockdale County.
- Commercial: This category includes functions where the individual or business is conducting business or marketing-related functions or meetings.
- Out-of-County residents, businesses and groups: This category is defined by someone whose primary residence or business is located outside the county limits of Rockdale or a group or business that does not qualify under “civic group” category.

1. Scheduling

- a. Reservations will be made on a first come, first serve basis. No individual or group shall have precedence over another, except Government or Rockdale County recreation functions wherein the facility is used.
- b. Rentals will only be issued to person’s 21 years of age or older.

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- c. All rentals must be paid by money order, cashier's check, credit card, or business check.
Cash and personal check payments will not be accepted.
- d. A mandatory refundable incidental fee is required to be paid at the time of booking reservation. Forms of payment accepted are VISA, MasterCard or Discover. Refund of this fee is contingent upon, renter vacating premises on-time, and properly leaving the facility in the manner it was found upon arrival. Failure to do so will result in forfeiture of incidental fee.
- e. If payment (full rental fee and mandatory incidental fee) is not processed at the time of booking, the rental will not be held.
- f. The Black Shoals Reservoir can be rented for fishing tournaments by organizations. Booking of tournaments must be made at least one month prior to expected date of tournament. The Rockdale County Recreation and Maintenance Division has the authority to deny any party use of the reservoir for a tournament.
- g. When renting Black Shoals Retreat House, the rental fee does not include fishing fees.
- h. Church groups may only reserve "county facilities" to hold services if the following requirements are met: 1) church has filed and received 501c3 status, and 2) church is in the building process of building a facility. Groups must provide layout/architecture drawings of the building.
- i. School functions held at pavilions or meeting rooms can be waived with the condition the function is during school hours.

2. General Rules

- a. Please follow all park rules as listed on the signs at each facility.
- b. No political campaigning is allowed on County property.
- c. Alcoholic beverages are prohibited on all county properties which include ball fields, pavilions, parks, community centers, and gyms except for three facilities (Black Shoals, Auditorium, and Costley Mill Park). Approved permit is required prior to the event.
- d. Any person or group that abuses any County facility will be held accountable for the cost of repairs and/or replacement required to correct the damage. Such person or organization may also be denied further use of these facilities and may be subject to criminal charges.
- e. The responsible party agrees to indemnify and hold Rockdale County harmless for all claims and liability, costs, expenses and legal fees that the City may incur as a result of the use of County property on the date set forth.
- f. Groups reserving Rockdale County facilities agree to hold Rockdale County harmless for all claims and liability, cost, expenses and legal fees that the county may incur as a result of the use of county property.
- g. It is the responsibility of the renter to ensure the facility is cleaned and left in the way it was originally found. All trash must be removed by renter prior to leaving the facility. Failure to make arrangements for removal of trash will result in the forfeiture of renters' incidental fee.

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- h. Activities being held outdoors must be completed by dark, unless prior approval has been given by the Recreation and Maintenance Division and has been notated on the rental agreement.
- i. Facility rental request outside of rental hours must be approved by the Department of Recreation and Maintenance. Any additional time that needs to be added to rentals, must be done at least 30-days prior to the event.
- j. Cancellation of a reservation for a facility must be done at least 14-days prior to the rental date for a refund.

3. Rental Rules

- a. The person named on the Rental Agreement shall be present at the function 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.
- b. Specific approval by the Recreation and Maintenance Division Department Head is required if an event will involve admission fees or fundraising.
- c. Rental party must vacate the facility when the reservation the facility at the time listed on their rental agreement 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.
- d. All preparation (set-up time) for your event must be included in your rental time and must take place immediately prior to your event. Preparation is defined as any time needed for decoration, delivery of supplies, cake or food delivery. This must be scheduled and paid for at least 30-days prior to your event. The facility will not be available at any time prior to your event as stated on your agreement form.
- e. Pool rentals: In case of inclement weather, staff will wait 30-minutes. If weather persists, a full refund may be given. Partial refund will be granted if party begins and inclement weather develops.

4. Pavilion Rentals

- a. Pavilion are on a first come-first serve basis on a holiday. There are NO RENTALS ON A HOLIDAY.
- b. Reservation fees for the pavilion at Pine Log Park, Wheeler Pavilion, South Rockdale Community Park, Johnson Park and Earl O' Neal Park are non-refundable. All sales are final.
- c. Parking at the Pine Log Pavilion is only allowed on park property. Parking at church parking lot is PROHIBITED.

5. Exceptions

- a. Rockdale County will endeavor to provide at least 48 hours' notice of any cancellation; however, a cancellation notice will be issued as far in advance as possible. Every attempt possible will be made to avoid any and all inconveniences to our customers. In the event of a cancellation by Rockdale County, customer will be offered a different facility and/or a different date plus 100% refund. If customer does not/cannot relocate or reschedule their rental date, a full refund will be issued. The maximum liability of Rockdale County to a

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Renter due to cancellation of an event by the County, regardless of the reason for cancellation, is limited to the fee paid by the Renter to the County.

6. Law Enforcement in Rockdale County Parks

- a. All persons entering the facility are subject to the policies set forth by Rockdale County. The organization or group renting the facility is responsible for the enforcement of those policies. Uniformed law officers of the Rockdale County Sheriff's Office will be called upon to assist in the enforcement of applicable County ordinances.

7. Fundraising

- a. Unauthorized selling of food, beverages, or merchandise is strictly prohibited without written approval from the Recreation and Maintenance Department.

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 abide, will result in the forfeiture of your incidental fee and the potential refusal of future rentals.

I, the renter, acknowledges and agrees to the terms of the rules and regulations explained above.

Printed Name of Renter _____

Signature of Renter _____

Signature of Staff Completing reservation _____

Signature of Recreation Operations Supervisor _____