

Rockdale County Parks & Recreation
Renter Acknowledgement of Rules & Regulations
Rental Agreement: Auditorium

***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. 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 opening and closing checklist in the absence of the primary renter.

3. Access to Facility

RCPR staff will be on-site at your event. Access to the facility is **only** permitted during the hours listed on your Rental Agreement. 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.

4. Rental Times

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 time is defined as any time needed for decoration, delivery of supplies, cake set-up 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 the start of your event as stated on your agreement form.

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5. Cancellation & Rescheduling

Cancellation or rescheduling of a reservation for a facility must be done at least 14 days prior to the reservation date in order to receive a refund. If cancellation or rescheduling is being requested any time after the 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.

6. Additional Rental Time

Any additional time that needs to be added to your rental must be done at least 30-days prior to your event. Additional time before the start of your event will not be allotted if the time has not been paid for prior to.

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. If done so, and damage is caused to surfaces, you, the renter will forfeit your incidental fee. The renter is responsible for their decorator's execution. It is the responsibility of the renter to ensure the decorator and/or event coordinator is aware of this policy.

8. 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.

9. Auditorium

It is the responsibility of the renter to provide their own sound and lighting for their event. No food or drinks are allowed in the auditorium area. Food and drinks are only allowed in the foyer area.

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 an event may result in an additional fee.

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11. Alcoholic Beverages

Alcohol is only permitted if the renter has secured persons that obtain a RASS Certification. Renters may not pour their own alcohol. Rentals where alcoholic beverages will be present, security officers are required. The Sherriff's Office will determine the number of deputies needed based on the size of the event. The cost for having security officers at a private event is the responsibility of the renter. Deputies must be paid upon arrival. The pay rate is \$45 per hour for each deputy. ***If you plan to have alcohol consumption at your event, please request the proper documentation.***

Documentation is due at least 30-days prior to your event. Failure to do so will result in the inability to have alcoholic beverages present.

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

from the time of _____ until _____.

I, the renter, understands the mandatory incidental fee is due at the time of reservation and is to be paid in either VISA, MasterCard, or Discover. I understand the refund of this fee is contingent upon the renter vacating the premises on time and properly leaving the facility the way it was found with zero damages. 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.

Secondary Contact Name: _____

Secondary Contact Number: _____

Secondary Contact E-mail: _____

Signature of Renter: _____

Signature of Staff completing reservation: _____

Signature of Recreation Operations Supervisor: _____

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