

Rockdale County Parks & Recreation
Renter Acknowledgement of Rules & Regulations
Rental Agreement: C.E Steele

***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. 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. Any damages 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.

7. 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.

8. 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.

9. Alcoholic Beverages

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

10. Events with Food Present

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

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11. 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.

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: _____