



GLYNN COUNTY RECREATION AND PARKS DEPARTMENT
SELDEN PARK FACILITY RENTAL CONTRACT

OFFICE USE ONLY
Date:
Attendant:
Police Notified:

FACILITY (Check all that apply):

- Gymnasium (capacity 700)
Activity Room (capacity 75)
Pool (capacity 125)
Pavilion 1 (capacity 30)
Pavilion 2 (capacity 80)
Pavilion 3 (capacity 80)
Pavilion 4 (capacity 96)
Soccer Field
Baseball Field

Date of Use: Day:

Rental Hours From: To:

**These hours MUST include all time required for setup, breakdown, and cleanup of the event site.

Type of Activity/Purpose of Rental: # of Guests:

- Annual Event
Fund-raising
Private
Non-Profit
Government Use

Renter Name: Group/Organization Name:

*Must be at least 21 years old.

Renter Address: Renter Driver's License

City: State: Zip:

Home Phone: Work Phone: Cell Phone:

Email Address:

EVENT INFO (Please answer all questions):

- 1. Will revenue be collected? YES NO
2. Will outside vendors be used? YES NO
3. Will alcohol be served? YES NO
4. Will food be served? YES NO Will the food be catered? YES NO
5. Will you have a DJ or Band? YES NO
6. Does your organization have general liability insurance? YES NO

I have read and fully understand the Selden Park Rental Policies and Procedures attached hereto and agree to obey and follow the rules and regulations pertaining to use of the facility at all times. I understand that it is my responsibility to ensure that all guests in attendance at the event follow and abide by said rules and regulations and that violation of such rules and regulations may be grounds to terminate the event without any refund. I understand Glynn County reserves the right to refuse and/or suspend rental privileges of any facility to any person, group or organization that has in the past violated any Glynn County ordinances, policies, procedures, rules and regulations, or has shown a disregard for persons or property, or who in the opinion of Glynn County did not conduct themselves in a peaceable and appropriate manner. Renter's Initials:

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Deposit: Amount \$ Cash Check # Credit Card
Rental Fee: Amount \$ Cash Check # Credit Card
Other Fee: Amount \$ Cash Check # Credit Card FOR:
Receipt Number: CC Convenience Fee \$
Total Fee: \$
Departmental Signature

SELDEN PARK RENTAL POLICIES AND PROCEEDURES

Payment:

- _____1. **One hundred percent of the rental fee and damage deposit are due at the time of booking** in the form of exact cash, money order, or credit card made payable to Glynn County Board of Commissioners. Personal checks are accepted but must be paid at least twenty-one (21) business days prior to the rental/event date.

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- _____2. **Refunds are issued by check** and can take up to thirty (30) business days to be returned, so long as the post-event inspection meets the approval of GCRPD management. The renter must comply with the following for the cleaning deposit to be refunded in full.

 - a. Tables/chairs, decorations, serving trays, etc., provided by outside vendors or individuals such as a caterer, florist, table/chair vendor, and any other providers, or individuals are removed immediately following the event. **No items brought to the facility may be left or stored at the facility overnight.**
 - b. Floors swept and spills cleaned up properly.
 - c. Trash bagged and placed in dumpster located at the back of property.
 - d. County tables and chairs need to be cleaned and stored properly.
 - e. Bathrooms Cleaned

In the event of an unsuccessful post-event inspection, the renter will forfeit their deposit, which will be used to reimburse GCRPD for expenses, repairs, and labor, hauling and clean-up.
- _____3. The Rental Fee is refundable if the event is canceled by the renter at least thirty (30) days prior to the rental date. Otherwise, the Rental Fee is non-refundable unless the event is canceled by Glynn County Recreation and Parks Department.

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General Rules and Regulations:

- _____1. Fireworks, explosives, firearms and devices which discharge projectiles by any means are prohibited in any facility and on any facility grounds.

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- _____2. Smoking is prohibited in all county indoor facilities.

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- _____3. Fire codes (Ordinance 2-7) shall be adhered to at all times including, but not limited to seating capacity, lobby capacity, and other areas of the building. Decorative items such as real candles/votives, fog machine, etc. are not permitted indoors.

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- _____4. Excessively loud noise will not be tolerated and will be determined by Glynn County Police Department. (Ordinance 2-9-53)

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- _____5. No form of adult entertainment of a sexually oriented nature shall be permitted.

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- _____6. Per County Public Conduct (Ordinance 2-26-4), a Glynn County Public Conduct Permit must be obtained by the renter for any event with 100+ guests. It is the responsibility of the renter to submit the Public Conduct Permit Application to Glynn County Police Department (912-554-7800) at least fourteen (14) days prior to the rental/event date. Application is available upon request. An approved Selden Park Rental Contract must be submitted with the application. For more information on Ordinance 2-26, please see Events Involving Alcohol Consumption.

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- _____7. **Security Requirements:** Renter must provide at his/her own expense off-duty Glynn County Police Officers for every 100 participants, when renting the Gymnasium, Activity/Events room, and outside facilities. The number of officers will be determined by the Glynn County Police Department in their sole discretion based on an evaluation of event plans. Officers must be compensated on-site at the hourly rate as determined by GCPD. GCPD will make arrangements for off-duty officers as part of the Public Conduct Permit Application process.

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- _____ 8. Curfew for all outdoor facilities is 10:00 PM. Rental time for any inside facility cannot exceed 1:30 AM. If
Initial here alcohol is served, no alcoholic beverages may be consumed, served, or used before 11:00 a.m. or after 10:00 p.m.
- _____ 9. The Glynn County Recreation and Parks Department must approve specific room set-up, including furniture
Initial here placement and decoration. A set-up drawing must be submitted for approval within two (2) weeks prior to the scheduled event. All equipment and artwork owned by Glynn County shall remain in the Facility at all times with no exceptions. The Glynn County Recreation and Parks Department will be responsible for moving or relocating any equipment if necessary.
- _____ 10. The Renter shall assume all responsibility for the acts and conduct of all persons admitted to the premises
Initial here during the term of the rental period and the Renter shall comply with all the laws, ordinances, rules and regulations of the State of Georgia and Glynn County will obtain and pay for all necessary permits and licenses. If a violation occurs and is not immediately corrected, the County or its designee will terminate the event and no refund will be made.
- _____ 11. The Renter shall be liable for all damages to the building, furniture, fixtures and equipment located at the
Initial here facility, including all rental items and items brought to the building by the renter or its agents and agrees to indemnify and hold Glynn County and its designees harmless from claims and suits arising out of injury or death to persons or damage to either the Property or Renter's Property.
- _____ 12. **The County and its employees do not assume responsibility for items left after the rental time.** The Renter,
Initial here is responsible to ensure all items such as tables/chairs, decorations, serving trays, etc., provided by outside vendors or individuals such as a caterer, florist, table/chair vendor, and any other providers or individuals are removed immediately following the event.
- _____ 13. **Cooking is NOT** permitted inside the gym. Glynn County will not be responsible for food preparations,
Initial here supplies or food consumed.
14. Renter is responsible for all clean-up of the facilities, including restrooms. All trash to include food must be placed in heavy-duty plastic garbage bags, and put in the appropriate receptacles provided by Glynn County. Renter must leave the facility in the same condition in which it was found. Failure to do so will result in forfeiture of damage deposit.
- _____ 15. **No charge or fee shall be required of any attendee at the event** for any food, alcoholic beverage or any
Initial here other thing except that a caterer may charge the applicant for such items provided to all persons at the event. Provided, however, under no circumstances may any payment or fee may be received from or charged, directly or indirectly, to guests or attendees for any alcoholic beverages.
- _____ 16. **Glynn County reserves the right to refuse and/or suspend rental privileges of any facility to any person,
Initial here group or group organization** that in the past has violated any Glynn County Ordinances, Policies, Procedures, Rules and Regulations; or has shown a disregard for persons or property; or who in the opinion of Glynn County did not conduct themselves in a peaceable and appropriate manner. Decisions will be made by Glynn County Recreation and Parks Department management. Requests for appeals of suspension of rental privileges may be made to Glynn County no later than one week after notification of suspension.

EVENTS INVOLVING ALCOHOL CONSUMPTION, the following rules are included:

- _____ 1. Alcoholic beverages are not permitted at Selden Park, except inside the Selden Park Gymnasium pursuant to
Initial here a Public Conduct Permit that must be applied for and received from the Glynn County Police Chief pursuant to Chapter 2-26 of the Glynn County Code of Ordinances.
- _____ 2. Alcohol cannot be consumed or served in the Gymnasium without such a Public Conduct Permit that allows
Initial here alcoholic beverages at the Event. Please be advised that it is the renter's responsibility to ensure that such

an application for a Public Conduct is submitted to the Police Chief in a timely manner, which absent any exigent, unanticipated, or other circumstances beyond the control of the applicant, must be made to the Police Chief at least 14 days in advance of the Event.

 3. A copy of the Public Conduct Ordinance, Chapter 2-26 can be provided upon request and can also be found
Initial here on the internet at: <https://www.glynncounty.org/DocumentCenter/View/60211/Public-Conduct-Permit-Application-2-26?bidId=> .

 4. Should your event receive a Public Conduct Permit for alcohol beverages, the Event shall be subject to certain
Initial here conditions and requirements of the County’s ordinances pertaining to alcoholic beverages, including specifically those conditions and requirements set forth in Section 2-26-15. Renters should review the conditions and requirements for alcohol in their entirety, but special attention should be paid to the following:

- a. Alcoholic beverages may only be consumed or served during the hours designated in the permit, which in no event shall be before 11am or after 10pm.
- b. No Alcohol may be consumed and no open containers are allowed outside the Gymnasium.**
- c. No payment or fee may be received from or charged, directly or indirectly, to guests or attendees for any alcoholic beverage.
- d. Only wine and malt beverages may be served or consumed. No Liquor or distilled spirits are permitted.
- e. Alcoholic beverages may only be consumed from cups, glasses, cans, or bottles that have a capacity of 16 ounces or less. No Beer Kegs are permitted.
- f. No intoxicated person or persons under the age of twenty-one (21) shall consume, use, or be served or be allowed to consume, use, or be served any alcoholic beverages at the Event.
- g. Charging admission, having a cover charge, or accepting donations at or as a condition of entry to the event for any person, attendee, or invitee shall not be permitted unless the alcoholic beverage is brought to the event by the individual consuming such beverage or by an individual in the same party as such person; or the applicant is a charitable 501(c)(3) organization and any admission charge or donation collected is used for charitable purposes and is not solely intended to defray the costs of or to sell or profit from the alcohol provided.
- h. There will be a **\$50 non-refundable** clean-up fee for all reservations that serve alcohol.

I, personally and as the authorized agent for the requesting organization, hereby covenant and agree to release, acquit, and forever discharge GLYNN COUNTY, GEORGIA, ITS OFFICERS, AGENTS and EMPLOYEES from any and all actions, causes or actions, claims or demands for damages, costs, expenses, compensation, consequential damage, or any other claim resulting or to result from an occurrence or accident, including bodily or personal injury, that happened during the use of the facility. Furthermore, to the fullest extent permitted by law, the applicant, shall indemnify and hold harmless GLYNN COUNTY, GEORGIA, ITS OFFICERS, AGENTS AND EMPLOYEES from and against claims, damages, losses and expenses arising out of or resulting from my acts or omissions and those of the participants using the facility in accordance with my permit, whole or in part, while using the facility. This indemnity shall not apply to acts or omissions caused by the lone, sole negligence or misconduct of any person seeking indemnity.

I have read and fully understand this application and will obey the rules and regulations stated above.

Signature of Renter: _____
Department Representative _____

Date: _____
Date: _____