



GLYNN COUNTY RECREATION AND PARKS
COMMUNITY BUILDING FACILITY RENTAL CONTRACT

Please Select Facility: Ballard Baldwin/Brookman Highland Park

Requested Day/Date of Use:

Rental time is 10:00 am to 10:00 pm. Please allow for set-up and break-down within these hours.

RENTAL INFORMATION

Select One: Business Individual Non-Profit Government Agency

Type of Activity/Purpose of Rental: Number of People **

** Renters may not exceed the building capacity set forth by the Glynn County Fire Department. Capacity limits are:

Ballard- 100 people Brookman- 59 people Highland Park-30 people

Name of Responsible Party: Date of Birth:

(**Must be at least 21 years old)

Address:

City: State: Zip:

Phone Number (Primary): (Alternate Phone):

GA Driver's License #: Email Address:

Organization/Group Name (if applicable):

501C3 (Non-profit certification, form must be included prior to payment):

**501c3 holders are not exempt from taxes unless they also provide a "Sales Tax Exempt" form. Form must be included.

Will Revenue be received? YES NO Will outside vendors be used? YES NO

PLEASE DESCRIBE YOUR EVENT IN SPECIFIC DETAIL: (i.e. Serving cake & ice cream, bringing in food, having D.J.,etc.)

**A permit must be obtained from Glynn County Police Department for the use of sound equipment, including but not limited to a band or disc jockey. **

**Keys can be picked up the day of your rental. If on a weekday, keys are available at Ballard Park (323 Old Jesup Road) 8am-5pm. If on a weekend, keys are available at Blythe Island Regional Park (6616 Blythe Island Hwy) 9am-5pm. Keys must be returned to Glynn County no later than 12pm on the first business day after the rental.

Cancellation Policy: 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 cancelled by Glynn County.

OFFICE USE ONLY

RENTAL FEE: (place PAID stamp here)

Rentals are taxed at 7%. Credit/Debit cards incur a 3% convenience fee.

DEPOSIT:

CASH (in safe) CHECK

KEY ISSUED DATE:

BY:

KEY RETURNED DATE:

BY:

GLYNN COUNTY RECREATION & PARKS RULES FOR FACILITY USAGE

Renter agrees to the following:

1. PAYMENT:

- a. One hundred percent of the rental fee is due at the time of booking in the form of exact cash, check or money order 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.
- b. A damage deposit of one hundred dollars (\$100) must be paid separately from all other fees at the time the key is issued. The deposit will be returned to the applicant by check and can take up to thirty (30) business days to be returned, as long as the post-event inspection meets the approval of GCRPD management. 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, labor, hauling, and clean-up.
 - 1) Tables/Chairs, decorations, etc., provided by outside vendors or individuals such as a caterer, florist, table/chair vendor are removed immediately following the event. No items brought into the facility may be stored overnight.
 - 2) Floors swept and spills cleaned up properly.
 - 3) County tables and chairs need to be cleaned and stored properly.
 - 4) Bathrooms cleaned.
- c. There will be no refunds unless the event is cancelled by GCRPD.
- d. Building is rented per day. You will NOT be permitted to enter the building the day before and decorate or drop off items for the next day. You must also be cleaned up and have vacated the building by 10:00 p.m. the day of rental. Trash is to be hauled off by the renter. **DO NOT LEAVE TRASH TIED UP INSIDE OR OUTSIDE THE BUILDING.**
- e. No nails or tacks are permitted to be used to hang decorations on the walls
- f. No seafood is permitted in the buildings or allowed in any of the trash cans at the facility.

Initial here.

Initial here.

2. Glynn County Ordinances:

- a. Fireworks, explosives, firearms and devices which discharge projectiles by any means are prohibited in any facility and on any facility grounds. (Ch 2-11-7 GCCO)
- b. **Alcoholic beverages are prohibited at all facilities. (Ch 2-11-6 GCCO)**
- c. The use of tobacco and e-cigarettes is prohibited in all county indoor facilities.
- d. Ballard Park, Baldwin Park, and Highland Park close to the public at 10:00pm. (Ch 2-11-11 GCCO)
- e. Excessively loud noise will not be tolerated and will be determined by Glynn County Police Department. **A permit must be obtained for the use of sound equipment, including but not limited to a band or disc jockey.** (Ch 2-9-53 GCCO)
- f. The County and its employees do not assume responsibility for items left after the rental time. Renter is responsible for ensuring all items such as tables/chairs, decorations, serving trays, etc, provided by 3rd party vendors or individuals such as a caterer, florist, table/chair vendor and any other providers or individuals are removed immediately following the event. **The County reserves the right to dispose of items left at the facility after the rental activity.**
- g. Tables, chairs and all other county property shall not be removed from the facility.
- h. **A limited number of tables and chairs are available in each building. There will be no additional tables or chairs provided by GCRPD.**
- i. No form of adult entertainment of a sexually oriented nature shall be permitted. (Section 2-24-3 GCCO)
- j. The individual or organization requesting the facility will be responsible for any damage or violation of rules and regulations.
- k. Violation of any GCRPD rule or regulation will be cause for barring such individual or organization from any future reservation of ANY county facility and for the immediate termination of the facility use permit issued pursuant to this application.

Initial here.

Initial here.

Initial here.

Initial here.

LIABILITY WAIVER AND RELEASE:

I, personally and as the 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)

(Date)

(Department Representative)

(Date)

Glynn County Recreation and Parks Department
323 Old Jesup Road
Brunswick, GA 31520

912-554-7780 OR glynnrec@glynncounty-ga.gov
IN CASE OF EMERGENCY, CALL POLICE: 911