

TODAY'S DATE: _____

ATTENDANT: _____

**GLYNN COUNTY RECREATION AND PARKS
FACILITY RENTAL CONTRACT**

Please Circle Facility: Conference Room (with TV)- # 129

Community Activity Room- # 102

Date of Use: _____ Day: _____

Time: _____

Rental time is must occur during GCRPD business hours: Monday –Friday, 8:30 am to 5:30 pm, except holidays.
Please allow for set-up and break-down within these hours.

RENTAL INFORMATION

Circle One:

Business

Individual

Non-Profit

Government Use

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

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

Name of Responsible Party: _____

(**Must be at least 21 years old)

Address: _____

City: _____ State: _____ Zip: _____

Phone (H): _____ (W) _____ (Other) _____

GA Driver's License #: _____

Organization/Group Name (if applicable): _____

501C3 (Non-profit certification, form must be included): _____

PLEASE DESCRIBE IN SPECIFIC DETAIL THIS

EVENT: _____

Cancellation Policy: Fees will be refunded IF THE FACILITY IS RENTED TO ANOTHER PARTY. If not, renter will be able to use a Community Building within 6 months of original rental date, subject to availability.

OFFICE USE ONLY

RENTAL FEE: _____ (place PAID stamp here)

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:

- _____
- Initial here.
- 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.
 - b. **A damage deposit of one hundred dollars (\$100) must be paid** separately from all other fees at the time the key is issued. **Cash or checks are the only form of payment accepted for damage deposits.** The deposit will be returned to the applicant **after 12:00 noon on the first business day after rental**, 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.
 - c. There will be no refunds unless the event is cancelled by Glynn County Recreation and Parks Department.

2. Glynn County Ordinances:

- _____
- Initial here.
- 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 GCCO)
 - b. **Alcoholic beverages are prohibited at all facilities. (Ch 2-11-6 GCCO)**
 - c. Smoking is prohibited in all county indoor facilities.
 - d. 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 2-9-55 GCCO)
 - e. **A public gathering of 100 or more persons requires a permit from the Glynn County Police Chief.** (Ch 2-26-4)
 - f. Tables, chairs and all other county property shall not be removed from the facility.
 - g. **A limited number of tables and chairs are available in each room. There will be no additional tables or chairs provided by Glynn County Recreation and Parks Department.**
 - _____

Initial here.

 - h. All facilities shall be cleaned prior to vacating premises. To assure return of deposit, all facilities will be cleaned prior to vacating premises and free of damage.
 - i. All litter and refuse shall be placed in the appropriate receptacle provided and will be disposed of according to the agreement with Glynn County Recreation and Parks Department.
 - j. No form of adult entertainment of a sexually oriented nature shall be permitted. (Section 2-24-3 GCCO)
 - k. The individual or organization requesting the facility will be responsible for any damage or violation of these rules and regulations.
 - _____

Initial here.

 - l. Violation of any rule or regulation that governs the Glynn County Recreation and Parks Department programs and facilities 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.

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
Administrative Office
323 Old Jesup Road
Brunswick, GA 31520
912-554-7780 Fax: 267-5744
IN CASE OF EMERGENCY, CALL POLICE: 911