

BARROW COUNTY LEISURE SERVICES
FACILITY RENTALS GENERAL CONDITIONS &
INFORMATION
175 Second Street, Winder, GA 30680 (P) 770-307-3024 ext.2

GENERAL CONDITIONS

- A. Upon completion of the rental, the facility must be left in the condition in which it was prior to the reservation.
- B. BCLS programs will have priority over all other programs. Facility Rentals are expected to end on time as scheduled.
- C. The premises shall not be used in violation of any regulation or law of any governmental body.
- D. **Renter/Event Organizer is responsible for the behavior of the event participants. An event may be ended immediately due to aggressive behavior.** No amplified music with profanity or overly loud music.
- E. **Large events must have security in place as determined by the Director of Leisure Services in consultation with local law enforcement; for sports tournaments with 100 or more people in attendance, security must be in place from beginning of the first game through end of the last game daily.**
- F. Activities are to remain confined to the facilities which are being rented.
- G. The start of the rental time is to include setup. The end rental time is to include cleanup of facility/facilities.
- H. No vehicles are allowed on grassed areas for any reason without prior permission of the Director of Leisure Services.
- I. User, at the termination of booking date, shall return any equipment, furniture, props, fixtures, etc. used in connection There with to BCLS in as good condition as when turned over to User.
- J. User assumes all risk of damage to, and loss by theft or otherwise of property of the User or User's exhibitors, contestants, guests, as well as employees thereof, and BCLS and the BCBOC (Barrow County Board of Commissioners) are expressly released and discharged from any liability for any such loss.
- K. No souvenirs or items that lend themselves to being thrown shall be sold or distributed.
- L. Any rentals on behalf of youth guest must have a minimum ration of 1 adult to every 15 youth.

PAYMENT INFORMATION

- A. One hundred percent (100%) of the Rental Fee and Deposit is required at the signing of this rental agreement.
- B. Methods of payment: Cash, Check, Money Order, Visa, Master Card or Discover (debit cards and credit cards are subject to a service charge).
- C. User agrees to pay BCLS any cost incurred for the use of additional equipment and space not specified in this lease agreement

CANCELLATIONS AND REFUNDS

- A. BCLS reserves the right to void this use agreement to any outside group due to a scheduling conflict. In the event of cancellation of the use agreement, the group will be given at least 14 business days' notice.
- B. BCLS reserves the right to immediately cancel any rental due to misconduct or misuse of the facility. In this case, no refund will be given.
- C. The User may cancel any reservation up to 10 business days prior to the date reserved and receive a full refund.
- D. Any cancellation made by the User within business days 6 to 9 days prior to the date reserved will result in the forfeiting 50% of the rental.
- E. Any cancellation made by the User 5 or less business days prior to the date reserved will result in the forfeiting 100% of the rental.
- F. The deposit will be refunded in full if the facility is left in the condition in which it was prior to the reservation.
- G. Renter must claim the deposit within 6 months after the event is completed & the deposit will be lost.
- H. **If your person(s) or organization does not arrive within 30 minutes of the start of your rented time, without prior communication, your rental is considered canceled without refund.**

STAFFING

- A. A Facility and/or some combination of rooms or fields within said Facility may be rented for the established rental rates if utilized during the Monday to Friday 8:00am - 5:00pm time frame. If the Facility or any portion thereof is rented at any time beyond 5:00pm or on weekends or holiday, a \$15 per hour charge may be added to the established facility rental scale. This fee is for supervisory personnel. The BCLS will make the necessary arrangements for such personnel.
- B. Working staff is present to provide general supervisory and prescribed duties.
- C. **Working staff will have the authority to dismiss any group upon proper notification of the Director of Leisure Services or local law enforcement due to their misconduct or misuse in or around the facility.**

BARROW COUNTY LEISURE SERVICES

KITCHEN/CONCESSIONS AREA USE

- A. BCLS reserves the right to operate a concession stand for any event within the Facility.
- B. In the event a concession stand or kitchen is rented, the user is responsible for all clean-up and following local Health Dept. policies and procedures. The facility deposit may be revoked if concession stand or kitchen is not cleaned to the satisfaction of the Director of Leisure Services.

ADDITIONAL GENERAL CONDITIONS & INFORMATION

- A. The Renter/Event Organizer is responsible for supplying on-site medical staff, equipment & supplies.
- B. NO SMOKING OR ALCOHOLIC BEVERAGES allowed on the premises including parking lots.
- C. HOURS OF OPERATION: **All events shall end by 11:00 pm and the facility and all buildings shall be empty of all persons by 11:00 pm unless specifically authorized in writing by the Director of Leisure Services. No event shall start earlier than 8 am unless specifically authorized in writing by the Director of Leisure Services.**
- D. DECORATIONS: User shall not use any wall or floor decorations. Banner, flags, and other signage may be attached to fencing ONLY with prior approval of Director of Leisure Services. The use of confetti of any type is prohibited inside the Facility. The User will be responsible for the setup and cleanup of any and all table decorations.
- E. Animals and pets are not permitted in buildings or field/competition areas unless approved by the Director of Leisure Services. Licensed service animals only are allowed.
- F. OUTDOOR FACILITIES:

Multi-Purpose Athletic Fields/Turf Field: No food, bicycles, candy, chewing gum, fireworks/open flames, folding chairs, golfing, metal cleats, pets, spectators, shelled nuts/sunflower seeds, smoking/tobacco products allowed. Game sites and practice sites may be available in a configuration suitable for adult & youth sports.

Baseball/Softball Fields: A four field Softball/Baseball complex and two adult softball fields are available for use on a limited basis. Outfield fence distances vary and baselines and pitching mound can be configured to the user's specifications (subject to approval by the Director of Leisure Services) depending upon the user's requirements. Bleacher seating, concession and restroom services are available at each site.

Tennis Courts: A total of 12 tennis courts are available for use. Eight (8) at one site and Four (4) at the other site. When not in reserved use, these facilities are available for use by Barrow County Citizens on a First Come, First Serve basis.

INDOOR FACILITIES:

Multi-Purpose Rooms: There are five (5) multi-purpose rooms within the Leisure Services Center. Each room is comprised of 420 square ft. There are three (3) rooms on one side of the gym area and one (2) on the other. The rooms can be sectioned off to allow two (2) large meeting rooms or five (5) smaller rooms described above. Maximum occupancy load is 28 occupants per room depending upon configuration.

Gym Area: The gym floor space amounts to 8,000 square feet. It is located at the Leisure Services Center. There are four wall mount basketball goals with adjustable height capability. There are also two ceiling mounted basketball goal units with adjustable height capability. The gym also contains five (5) three-row fifteen foot portable aluminum bleacher units. The gym can also accommodate two (2) volleyball courts. These sporting activities cannot be performed at the same time.

Stage Area: There is a hardwood stage and drapery with accompanying dressing rooms, which total 2,000 square feet. The stage is located in the gym area at one end of the court.

The maximum occupancy for the building is 500 people.

Available equipment with in BCLS Facilities: (Approx. 150) Padded Chairs
 (Approx. 30) Tables (5 ½ foot round)

G. FACILITIES LEASED/APPROVAL

The following groups will receive no charge for rentals:

- Barrow County School Systems
- Barrow County Chamber of Commerce

The following groups will receive a 25% discount on building rentals; the Director of Leisure Services may waive a rental fee:

BARROW COUNTY LEISURE SERVICES

Local Government Agencies

Non Profit Groups (must provide proof of non-profit status)

FEES FOR FISCAL YEAR 2024 (July 1st, 2023 – June 30th, 2024) ARE AVAILABLE ONLINE AT:

<http://www.barrowga.org/departments/parks-rec.aspx>

(Click on the “Fee Schedule” link on the right side of the webpage)

BARROW COUNTY LEISURE SERVICES

FACILITY RENTAL AGREEMENT

175 Second Street, Winder, GA 30680 (P) 770-307-3024 ext. 2

Email completed forms to aparham@barrowga.org

Event Organizer Information:

Contact Person: _____ Phone: _____

Email: _____

Mailing Address: _____

Second Contact: _____ Estimated Attendance: _____

Facility Requested: _____ Date of Event: _____

Purpose of Rental: _____

Setup Time: _____ Event Time: _____ End Time: _____

LIABILITY WAIVER & RELEASE STATEMENT:

I, hereby assume all responsibility for, and risks and hazards of, participation in the rental activity planned by my group. In consideration of BCLS (Barrow County Leisure Services) providing permission to use the Facility requested, I, and all members of my rental group, do hereby release BCLS and the BCBOC (Barrow County Board of Commissioners), including all officials, officers, sponsors, organizers, supervisors, volunteers, participants, and all other agents, of any and all claims, demands, rights, and causes of action of whatever kind and nature, arising from and by reason of and all known and unknown, foreseen and unforeseen, bodily and personal injuries, damage to property, and the consequences thereof, resulting from participation in the rental activity planned within BCLS facilities and accompanying park areas.

Signature: _____ Date: _____

Print Name: _____

OFFICE USE ONLY

Responsible for set-up: _____

Responsible for closing: _____

Date Paid: _____

Amount: \$ _____

Staff Initial & Date: _____

Director Initial & Date: _____

**BARROW COUNTY LEISURE SERVICES
FACILITY RENTAL AGREEMENT ADDENDUM
175 Second Street, Winder, GA 30680 (P) 770-307-3024 ext. 2**

I, hereby assume all responsibility for, in the rental activity planned by my group, all participants and event organizers abiding by all listed General Conditions, including:

(Please Initial)

_____ Upon completion of the rental, the facility must be left in the condition in which it was prior to the reservation.

_____ All events shall end by 11:00 pm and the facility and all buildings shall be empty of all persons by 11:00 pm unless specifically authorized in writing by the Director of Leisure Services. No event shall start earlier than 8:00am unless specifically authorized in writing by the Director of Leisure Services.

_____ Renter/Event Organizer is responsible for the behavior of the event participants. An event may be immediately ended due to aggressive behavior. No amplified music with profanity or overly loud music.

_____ NO SMOKING OR ALCOHOLIC BEVERAGES allowed on the premises including parking lots.

_____ Large events must have security in place as determined by the Director of Leisure Services in consultation with local law enforcement; for sports tournaments with 100 or more people in attendance, security must be in place from beginning of the first game through end of the last game daily.

_____ The start of the rental time is to include setup. The end rental time is to include cleanup of facility/facilities. Facility Rentals are expected to end on time as scheduled.

_____ User, at the termination of booking date, shall return any equipment, furniture, props, fixtures, etc. used in connection therewith to BCLS in as good condition as when turned over to User.

_____ One hundred percent (100%) of the Rental Fee and Deposit is required at the signing of this rental agreement.

_____ The Renter/Event Organizer is responsible for supplying on-site medical staff, equipment & supplies.

_____ Animals and pets are not permitted in buildings or field/competition areas unless approved by the Director of Leisure Services. Licensed service animals only are allowed.

_____ Multi-Purpose Athletic Fields/Turf Field: No food, bicycles, candy, chewing gum, fireworks/open flames, folding chairs, golfing, metal cleats, pets, spectators, shelled nuts/sunflower seeds, smoking/tobacco products allowed.

Signature: _____

Date: _____

Print Name: _____