

# **OCONEE COUNTY PARKS & RECREATION DEPARTMENT**

## **FACILITY REQUEST POLICIES**

### **REQUESTS AND FEES**

- All requests must be made in hourly increments. Request for usage of a facility for less than an hour will be charged for the full hour. I.e., request for 1 hour and 20 minutes will be charged for 2 hours.
- Set-up and clean-up times must be included as part of the request and will be charged accordingly.
- Renters that fail to cancel their reservation and fail to use the facility are considered “no-shows.” Reservation “no-shows” forfeit all fees paid including deposits and rental fees.
- Events that extend past 12:00 am may be charged an additional fee.
- Specified rentals may require a shared vendor fee and a shared parking fee. If more vendors are present at the event then paid for, a vendor fee of \$100 per vendor will be charged to the renting party.
- Failure to clean-up areas utilized may result in additional fees assessed to the renter and/or forfeiture of clean-up/damage deposit.
- Additional fees may be charged for tournaments or other events requiring increased facility preparation and/or increased supervision.
- Non-resident fees shall be charged to all out-of-county rental groups. A charge of \$15 per hour per room/field/facility will be added to the rental fee.
- Inaccurate information on the request form will deem the request null and void, cancelling the request.

### **PAYMENT**

- Full payment or advance deposits (all day events or tournaments) are required to reserve a field/facility.
- Booking and rental deposits are non-refundable; however, they are applied to the full balance due.
- Deposits for special use facilities, such as Heritage Park, vary. Please contact for deposit fees.
- Payment accepted by check, credit card (Visa, MasterCard, American Express) or money order only.
- Cash not accepted.
- Fee shall be paid directly to “Oconee County Parks and Recreation Department.”

### **PAYMENT DEADLINES FOR ALL DAY EVENTS OR TOURNAMENTS**

- 31 – 365 days in advance \$100 non-refundable booking deposit due to reserve facility/field.
- 30 days in advance \$100 non-refundable rental deposit due per field/facility per day.
- 7 days in advance Full remaining payment must be received or event will be cancelled.

### **CANCELLATIONS**

- No refund of payments will be issued for reservations cancelled by the renter seven (7) days or less prior to the rental date.
- The Parks and Recreation Department reserves the right to cancel or suspend any scheduled activity on county park facilities when it determines that such use could potentially cause unsafe conditions for the general public, park patrons, league play, practices or games, and/or cause damage to the facility, fields or grounds.
- If the Parks and Recreation Department cancels a rental, every effort shall be made to find an acceptable alternative date or location within the park system to reschedule the event. If an acceptable alternate cannot be made, a full refund shall be issued to the renting party.

### **CLEAN-UP/DAMAGE DEPOSITS AND REFUNDS**

- An additional \$100 clean-up/damage deposit may be required.
- Clean-up/damage deposit refunds are processed after park staff performs an inspection of the area. If the site is left unsatisfactory, renter may lose deposit and/or additional fees may be assessed. Additional fees will be the responsibility of the original renting party and such charges will be billed directly to them.
- Refunds will be processed via the original method of payment used within fourteen (14) business days.

## **PROOF OF INSURANCE**

- Proof of Liability Insurance may be required for certain activities. See Appendix A for complete details.
- Activities and/or organizations required to submit certificates of insurance include, but are not limited to, special events, sport tournaments, user groups and travel teams.
- The certificate of insurance must be a minimum of \$1,000,000 per occurrence and specifically name "Oconee County Board of Commissioners" as additional insured.
- The original certificate and named additional insured endorsements must be submitted seven (7) days prior to the rental event. If certificate is not received, event will be cancelled and any payments forfeited.

## **RESERVATION MODIFICATIONS**

- To modify a reservation, the request must be made in writing to the Parks and Recreation Department.
- The Parks and Recreation Department has the right to deny any modifications requested.
- Approved requests are valid for the date and time, and restricted to the area, assignment and number of attendees as indicated without modifications.

## **INCLEMENT WEATHER**

- OCPRD reserves the right to cancel reservations based on inclement weather conditions.
- Unsuitable field conditions caused by inclement weather will result in field closures and reservations will be cancelled, regardless of the weather during the scheduled reservation time. I.e., heavy rainfall prior to but not during a field reservation time may still result in the cancellation of the reservation.
- During severe inclement weather, users must cease activities and seek proper shelter for safety.
- Reservations cancelled due to inclement weather will be rescheduled or refunded based on prorated use.
- Renters may contact our Inclement Weather Hotline at 706-769-2965 for updated cancellations.

## **CODE OF CONDUCT**

- Park patrons must maintain orderly conduct, promote proper and lawful use of the facility and abide by the Oconee County Parks and Recreation Department's Code of Conduct.
- Noncompliance with the Code of Conduct and/or park policies may result in immediate expulsion of park patrons from the park by staff. Based on the incident severity, patron(s) may be banned from future usage of any Oconee County parks.
- Reservations are revocable at any time for violation of rules, ordinances and/or state law.
- No refund will be issued to renters that are required to leave based on non-compliance of park policies.

## **CLEAN-UP**

- The renter is responsible for the clean-up of the area(s) utilized or additional fees will be assessed.
- All park facilities, amenities and equipment must be left in their original condition and location.
- All trash must be placed in a trash receptacle, including discarded decorations. Recycling is encouraged.
- Restroom facilities used should also be checked for cleanliness.

## **RESTROOMS**

All county parks have restroom facilities; however, large special events may be required to rent portable restroom units at the renter's expense to accommodate attendees.

## **PLAYGROUNDS**

- Pets are not permitted in playground areas.
- Playgrounds are designated for specific ages. Only children within age ranges are allowed on playgrounds.

## **SECURITY**

The Parks and Recreation Department has the right to require the renting party to supply a specific number of security officials during their rental at the renter's expense.

## **SPECIAL REQUEST ITEMS**

Pre-approval must be granted for the usage of special items. If approved, locations of such items must be predetermined by the Parks and Recreation staff to maintain a safe and suitable environment. Examples of special request items include, but are not limited to, the following:

### Amplified Sound

- Bands, DJ's, music or speaking that uses speakers or amplifiers is considered amplified sound.
- Renter must adhere to restrictions and ordinances related to amplified sound.
- All amplified music must be concluded by 10 p.m.
- The volume of sound must also be kept low enough not to cause noise disturbances.
- In addition, content of the sound, speech and/or music must comply with our departmental Code of Conduct. No vulgar, obscene, offensive, inappropriate and/or suggestive content allowed.

### Concessions/Food

- OCPRD reserves the right to provide concession sales at rental events.
- Concession sales not by OCPRD must be pre-approved.
- Food items to be sold to the general public must be pre-approved by OCPRD.
- An insurance liability policy that covers food sales or a county temporary food permit is required if food is to be sold to the general public.
- Concession trailer or wagon should be used if selling food to the general public with its location determined by the Parks and Recreation Department. All concession trailers and/or wagons must have their own power source and all gray water must be self contained.
- If you are preparing and/or serving food to a known group of people such as family or club members (not the general public), then a food permit is not required.

### Grills

- Grills at the pavilions are available for park users.
- Coals are to be left in the grill, not placed on the ground or into trash receptacles.
- Charcoal fires are allowed only in the park provided grills unless person has received prior written approval.
- No grills are permitted on pavement and/or asphalt areas.

### Decorations

- Decorations are allowed, however, under no circumstances are signs to be nailed, pinned, or stapled to any shelter, tree or park signs. In addition, tape may not be used on any painted or finished surface.
- Placement and means to affix decorations must be approved by the Parks & Recreation Department.
- Use of confetti and throwing of rice is not permitted.
- In addition, any decorations used must be cleaned up to avoid additional fee charges.

### Tents, Scoreboards, Temporary Fencing, Etc.

- Placement of tents and stakes must be preapproved to avoid underground utilities and other safety issues.
- Request for usage of water, electrical outlets, scoreboards, bleachers, temporary fencing, etc. must be preapproved.

## **OTHER**

- Tobacco use is not permitted in parks. Alcoholic beverages are also not permitted on park property.
- Oconee County does not supply equipment for any facility usage and/or event.
- Oconee County is not responsible for lost and/or stolen items.
- Usage of skateboards, bicycles and rollerblades should be limited to locations that do not have vehicular traffic, pedestrians walking/running or spectator areas. Exception, at Oconee Veterans Parks bicycles are allowed on the paved path; however, bicycle riders must yield to walkers/runners.

## **PARK MAINTENANCE AND/OR MODIFICATIONS**

- Maintenance and/or modifications to parks and/or park amenities are the responsibility of the Parks and Recreation Department. Renters may not perform maintenance or modifications to the park system.
- Park patrons that note a park maintenance issue should inform the Parks and Recreation Department.

## **PRIORITY OF FACILITY USAGE**

- Oconee County Parks and Recreation Department programs have priority usage of all park facilities and fields.
- Second priority is provided to the Oconee County Board of Education for interscholastic activities.
- Third priority of usage is given to qualified User Groups with an existing user group agreement.
- Fourth priority is based on approved facility use requests.
- Lastly, facilities are available to the public on a first come, first serve basis.

## **BOARD OF EDUCATION – SCHOOL DISTRICT**

- Oconee County Board of Education may reserve Parks and Recreation facilities for competitive interscholastic activities, such as practices and games, conducted by the School District in accordance to the terms of the Joint Use Agreement between the school district and county.
- School District must complete an “Oconee County Schools – Request for Facility Usage” form a minimum of four (4) weeks in advance.
- School District agrees to maintain comprehensive general liability insurance and property damage insurance to cover liability arising out of the use of County property with the said insurance required to be at least \$1,000,000 per occurrence with County named as an additional insured.
- Oconee County Board of Education sponsored activities will not be charged a fee for usage as long as the school team is hosting and participating in the tournament.
- Parks and Recreation may charge school district for required custodial and/or required technical park staff for duties performed as a result of the School District event.

## **USER GROUPS**

- User groups that are interested in reserving a facility on a regular basis throughout the season, must complete all guidelines required in the User Group Agreement.
- User Groups with current agreements with Oconee County Parks and Recreation Department will have right of first refusal on continual usage of facilities as outlined in the agreement unless Oconee County, for cause, revokes the right.
- Any facility released by a User Group will be available on a first come, first serve basis in accordance with the priority of facility usage.

## **TRAVEL TEAMS**

- User groups, such as travel teams, must provide a completed “Request for Facility Usage” form and proof of General Liability Insurance with “Oconee County” listed as additionally insured.
- Travel Teams interested in reserving a facility on a regular basis must complete all guidelines required in for User Groups as outlined in the User Group Agreement.
- The Parks and Recreation department recommends that travel teams complete the process for Not for Profit status.

## **NON-PROFIT GROUPS**

- Non-profit groups are required to submit a copy of their Federal Tax exemption, which is supplied by the IRS Secretary of Treasury in the form of a determination letter. This letter outlines the findings their decision is based upon and grants recognition of exemption from federal taxes (often referred to as 501c3 status).
- No recurring rentals for any out of county organizations, including out of county non-profit groups.

## **INDIVIDUAL INSTRUCTION**

- Private training for pay is not permitted on Oconee County Parks and Recreation property.
- Individual instruction is only allowed through a sponsored Parks and Recreation program.

## **ATHLETIC FIELDS/COURTS**

- Pets are not permitted on athletic fields or tennis courts.
- Persons should not hit, throw, kick and/or bat balls into ball field fences.
- Facility renters may not perform field maintenance on any field or court.
- Field maintenance will be performed by the Parks and Recreation staff and may result in additional fees.
- Fields and courts are not available for organized practices, games, matches, etc. without the required Oconee County Parks and Recreation Department forms completed and policies adhered to completely.
- Fields and courts may be closed due to inclement weather or maintenance.

## **GAMES AND/OR TOURNAMENTS**

- Rental of fields or courts for tournament play will be assessed the tournament rental rate.
- Tournament reservations must be made a minimum of thirty (30) days in advance. It is preferred that tournament reservations be completed a minimum of six (6) months in advance.
- \$100 non-refundable rental deposit due per field/facility per day.
- A \$100 per field per day non-refundable rental deposit must be paid thirty (30) days prior to event. This fee will be applied to the total due. Remainder of total due will be due seven (7) days prior to event. Failure to submit payment will result in cancellation of event.
- Renter must name a Tournament Director to be the primary contact for the Parks and Recreation Department. The Tournament Director will be responsible for participant and spectator conduct, as well as condition of the facility at the end of the tournament. In addition, the Tournament Director will be responsible for payment of any additional fees.
- Failure to maintain the condition of the facility will result in additional fees assessed.
- OCPRD reserves the right to postpone, cancel, reschedule or refund the tournament in the event of inclement weather, to protect the integrity of the athletic fields/courts and/or for the safety of the patrons.
- OCPRD has first right of refusal to operate concessions for all tournaments. If OCPRD elects not to operate concessions, the renter may request to sell concessions as outlined in the Special Request Items section.
- OCPRD will manage trash disposal and restroom maintenance.
- The renter/tournament director may charge an admission fee to their event; however, a ticket share fee will be charged per ticket. In addition, access to restrooms and/or other public park areas may not be denied to park patrons.
- OCPRD may provide score brains for renter usage if requested in advance. Score brains may only be operated by a person sixteen (16) years of age or older.
- It is preferred that tournament game scheduling is staggered to allot fifteen (15) minutes for field maintenance between games. OCPRD will prep athletic fields before the 1<sup>st</sup> game each day, after each 4<sup>th</sup> game and before the final championship game.
- No games shall start before 8:00 am and no new games shall start after 10:00 pm.

## APPENDIX A – INSURANCE REQUIREMENTS

### OCONEE COUNTY BOARD OF COMMISSIONERS INSURANCE REQUIREMENTS

1. General Liability Insurance:  
Each Occurrence - \$1,000,000
2. Oconee County Board of Commissioners should be shown as an additional insured on General Liability policies.
3. The cancellation provision should provide ten (10) days notice for non-payment and thirty (30) days notice of cancellation.
4. Certificate Holder should read:  
Oconee County Board of Commissioners  
PO Box 145  
23 North Main Street  
Watkinsville, GA 30677
5. Insurance company must be licensed to do business by the Georgia Department of Insurance.
6. The Renter shall agree to provide complete certified copies of current insurance policy/policies or a certified letter from the insurance company/companies if requested by the County to verify compliance with these insurance requirements.
7. All insurance coverages required to be provided by the Renter will be primary over any insurance program carried by the County.
8. The Renter shall agree to waive all rights of subrogation against the County, the Board of Commissioners, its officers, officials, employees, and volunteers from losses arising from the utilization of County facilities.
9. Compliance by the Renter with the foregoing requirements as to carrying insurance shall not relieve the Renter of their liability provisions of the Request for Facility Usage rental agreement.
10. The Renter shall at a minimum apply acceptable risk management practices.