



CITY OF DUBLIN
PARKS AND FACILITIES RENTAL AGREEMENT

Revised September 2024

OFFICE USE ONLY

Date: _____

Attendant: _____

Police Notified: _____

Rentals are not considered approved and confirmed until the renter has submitted the signed agreement to Parks Superintendent, Nikole Simmons via simmons@cityofdublin.ie and paid the security deposit with the rental amount in full (14) days for indoor rentals and/or (7) days for outdoor rentals prior to the event date. All payments must be made in person at the City of Dublin Customer Service Department located in City Hall. Any and all credit card payments will carry an additional 3% credit card charge.

Renter Name: _____ **Group/Organization Name:** _____

***Must be at least 21 years old**

Renter Address: _____

City: _____ **State:** _____ **Zip:** _____

Home Phone: _____ **Work Phone:** _____ **Cell Phone:** _____

Renter Date of Birth: _____ **Copy of ID:** ☐ YES ☐ NO

Email Address: _____

FACILITY REQUESTED (Check all that apply): *All parties or events of 25 people or more require an event space reservation. Parties or events of 75 people or more require an event space reservation and a permit.*

Stubbs (Gym - \$150 Refundable Deposit plus \$350 for Full Day (8hrs); \$25/Hr;

Courts/Skatepark/Outdoor Stage - \$125/Day, \$25/Hr, Up to 4 Hours):

Gym ☐ Tennis Court ☐ Pickleball Court ☐ Outdoor Basketball Court ☐

Activity Building (Dance Studio - \$25/Hr) ☐ Skatepark ☐ Stage ☐

Oconee (Gym - \$250 Refundable Deposit plus \$400 for Full Day (8hrs); \$35/Hr; Classroom - \$50

Refundable Security Deposit plus \$150 for Full Day (8hrs); \$25/Hr, Minimum of 2 Hours):

Gym ☐ Classroom ☐

Oconee Cultural Center Classrooms A & B - \$50 Refundable Security Deposit plus \$150 for Full Day (8hrs); \$25/Hr, Minimum of 2 Hours):

Classroom A ☐ Classroom B ☐

Roscoe Brower Park (\$125/Day/Field; \$25/Hr, Up to 4 Hours):

Baseball/Softball Field 1 ☐ Baseball/Softball Field 2 ☐ Football Field ☐

Hilburn Park (\$125/Day (8 Hours); \$25/Hr, Up to 4 Hours)

Pavilion ☐

Springdale Park (\$125/Day/Field; \$25/Hr, Up to 4 Hours):

Baseball Field 1 ☐ Baseball Field 2 ☐ Baseball Field 3 ☐ Baseball Field 4 ☐
Baseball Field 5 ☐ Baseball Field 6 ☐ Baseball Field 7 ☐
Soccer Field 1 ☐
Soccer Field 2 ☐

Crabb Park Pavilions (\$125/Day; \$25/Hr, Up to 4 Hours):

Pavilion 1 ☐ Pavilion 2 ☐ Pavilion 3 ☐

Pritchett Street Park Pavilion (\$125/Day; \$25/Hr, Up to 4 Hours):

Pavilion ☐

Sandra K. Scott Park Pavilion (\$125/Day; \$25/Hr, Up to 4 Hours):

Pavilion ☐

Requested Day/Date of Use: _____

Requested Hours From: _____ **To:** _____

***Requested hours MUST include all time required for setup, breakdown, and cleanup of the event site. End time is no later than dusk for pavilion rentals, 10pm for field/pavilion rentals and 11:00pm for indoor facilities.*

Rental Event Name: _____ **# of Guest:** _____

***Please see section labeled "Security" cited 1, 2, and 3*

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

Event Information (Please answer all questions):

1. Is this a class or training (Aerobic or Athletic)? ☐ YES ☐ NO
Type of class or training: _____
2. Will revenue be collected? ☐ YES ☐ NO
3. Will 3rd party vendors be used? ☐ YES ☐ NO
4. Will food be served? ☐ YES ☐ NO Catered? ☐ YES ☐ NO
5. Will the event have a DJ, band, PA system, etc.? ☐ YES ☐ NO
6. Will the event be ticketed and open to the general public? ☐ YES ☐ NO

CITY OF DUBLIN POLICIES & PROCEDURES

PAYMENT: *(Initial each item)*

____ 1. A reservation request date is not considered confirmed until the Lessee has submitted the signed contract to the City of Dublin Parks Dept. and confirmation provided by the City of receipt of the same. The balance of the rental is due (14) days prior to the event date. Events cancelled due to acts of God, inclement weather, death, or other cause are not the responsibility of the City of Dublin and any money paid for an event will not be refunded for any reason.

____ 2. A refundable security deposit is required for full day (8 hours) reservations for Oconee Gymnasium, Oconee Classroom, and Stubbs Gymnasium to reserve the facility. The balance of the rental fee is due to the City of Dublin (14) days prior to the event date. The full rental fee is immediately due and non-refundable if a reservation is made within (14) days of the date requested. All payments may be made at the Customer Service Department at City Hall, 100 S. Church Street, Dublin, Georgia 31021 (Any and all credit card payments will carry an additional 3% credit card charge.). Failure to do so could cancel the event date. **THE LESSEE MUST NOT WAIT UNTIL THE EVENT DATE TO PAY RENTAL FEES, NO EXCEPTIONS.**

- 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 must be bagged and placed in dumpster located outside on the property.
- d. City tables and chairs need to be cleaned and stored properly.
- e. Bathrooms and concessions cleaned

In the event of an unsuccessful post-event inspection by the City, any additional expenses for damages, repairs, labor, hauling or clean-up is due and payable immediately.

____ 3. IF SECURITY OF THE FACILITY AND ITS PATRONS ARE BREACHED IN SUCH A WAY THAT LAW ENFORCEMENT IS CALLED TO RETAIN ORDER, OR FOR ANY REASON PERTAINING TO CIVIL MATTERS, A FEE OF \$250.00 PLUS ANY ADDITIONAL EXPENSES WILL BE OWED BY THE LESSEE. Any damage to the Facility or any equipment within the Facility will be billed to the Lessee and due and payable upon receipt to the City of Dublin. Failure to pay any bills for damage may result in legal action and denial of any future requests for facility rental. Lessee agrees to be responsible for all costs, including attorney's fees, associated with collection of the same.

____ 4. City of Dublin book Facilities on a first come first serve basis and is not responsible for the rollover of any events that are held annually. It is the responsibility of the person/organization responsible for the event to reserve dates and follow the policies for facility rental.

____ 5. The City of Dublin has an employee designated to open and close the facility for each event.

He/She is the liaison between the Lessee and the City Manager. All problems during the Lessee's occupancy must be directed to him/her.

____ 6. For events that are open to the general public or that are ticketed and may be purchased by the general public, all Lessees are required to have insurance. Public liability insurance in the amount of \$100,000 for injuries sustained by one person, \$300,000 for injuries to two or more persons and \$50,000 for property damage coverage for each occurrence, naming the City of Dublin, a municipal corporation, as additional insured must be provided by the Lessee. Insurance must cover Load-In and Load-Out dates.

LESSEE RESPONSIBILITIES AND PERFORMANCES

____ 1. The City of Dublin reserves the right to conduct background checks on potential Lessees and deny rental due to any pending or completed charges or other questionable matters.

____ 2. It is the responsibility of the Lessee to inform the City of Dublin of the full nature of the event for which the Facility will be used. The event must be approved prior to accepting a booking date.

____ 3. One event shall not exceed a maximum period of eight (8) hours, beginning no earlier than 7:00am and ending no later than 11:00pm. Any exception from this must have prior approval from the City Manager's office.

____ 4. The Lessee is responsible for the actions of all participants in the event while using the Facility during each event date(s). Children under the age of 18 are to be supervised at all times. NO EXCEPTIONS.

____ 5. Animals and pets are NOT permitted in any building except in conjunction with an approved performance legitimately requiring use of animals that is approved by the City Manager prior to the event. EXCEPTION: GUIDE DOGS

____ 6. All City owned property is NON-SMOKING, NON-VAPING, and ALCOHOL FREE. It is the responsibility of the Lessee to enforce this policy.

____ 7. Decorations must not be attached to any surface without prior approval from the City Manager. No adhesive material, nail, screw, or the like shall be used to affix decorations or signage to fencing, walls, windows, or doors. NO EXCEPTIONS.

____ 8. City of Dublin permanent graphics, signs or displays may not be visibly blocked in any manner nor may temporary signs and decorations be attached to permanent building graphics.

____ 9. Do not drag any item across the field, court, or floor of any Facility. This includes equipment, tables, chairs, decorations, instruments, props, sets, etc. Such items must be picked

up and put in place. The fields, courts, and Facility floors cannot be marked in any fashion such as painting, duct tape or the like. Contact City personnel if you are in need of special permission regarding this issue. Failure to do so constitutes damage to the facility and forfeiture of the security/damage deposit.

_____ 10. Damage to City of Dublin's property and/or equipment shall be the responsibility of the Lessee and/or the person or organization causing such damage. Event management is invited to inspect areas prior to Load-In. Damages should be reported immediately to City of Dublin personnel.

_____ 11. Banners, overhead signs and special decorations may not be hung without prior approval.

_____ 12. House Lighting, ventilation, heat or air conditioning will be provided as required during the event.

_____ 13. No equipment, props, etc. can be left in the loading/ unloading area. The City of Dublin does not accept "donated" equipment or props due to limited storage space.

_____ 14. No "on site" construction is allowed.

_____ 15. Any cooking at the Facility that is desired for an event requires the prior approval of the City Manager. It is the responsibility of the Lessee to clean all areas used while plating/warming food, or cooking, if approved. No grills, smoke cookers, etc. are allowed inside any Facility.

_____ 16. Any event or circumstance not covered in these rules and regulations are subject to special consideration and stipulations as deemed appropriate by the City Manager. Questions and clarifications should be directed to the City Manager.

SECURITY

_____ 1. Lessee is responsible for complete security of the Facility, parking lot and all other areas specifically leased from the time of initial occupancy until completion of Load-Out. Lessee must not leave the facility until all patrons and guests, etc. have departed and the and the primary contact from the city has been notified that the event has concluded and the premises have been vacated. Any and all security breach incidents that occur endanger the Lessee's ability to lease a Facility for future events, regardless if security is present. Such security, when required will be at the expense of the Lessee.

_____ 2. The City of Dublin reserves the right to determine when additional security (in the form of uniformed, off-duty police and/or deputy officers) is required. That determination will be based upon events with increased likelihood of participants becoming unruly.

_____3. City of Dublin must be informed of and approve all security arrangements. The security officer's acceptance of working the event must be in writing complete with a telephone number where he/she can be easily reached.

_____4. Exit doors or fencing are not to be propped open at any time and must be kept clear of any obstructions at all times.

_____5. Lewd and abusive language, threats, assault, vandalism, theft and all other inappropriate actions will result in immediate removal from the premises and prosecution if appropriate.

_____6. No soliciting is permitted in or around any City owned Facility.

_____7. Safety of all occupants of the Facility is of utmost concern. Any and all unsafe conditions or activities will be brought to the attention of the responsible parties and corrective measures are to be made immediately in order for the event to continue.

HAZARDOUS WORK AREA (LOADING DOCK)

_____1. Absolutely no drinking of alcoholic beverages is allowed, nor is anyone under the influence of alcohol or controlled substances allowed to work in this area.

_____2. Event management and all involved parties must comply with all Federal, State and Municipal fire codes which apply to places of public assembly. Sections of the Life Safety Code Book which are pertinent to places of public assembly shall be considered a part of all Lessees, whether specifically referenced or not.

_____3. All materials that are not a part of the facility such as drapes, curtains, carpet or any materials used in performances must be flame retardant. All such materials are subject to inspection and flame testing by the Fire Marshall.

_____4. Firefighting emergency equipment may not be hidden or obstructed, including fire extinguishers, fire hose cabinets and fire alarm pull stations.

_____5. Crates or event equipment may not be stored in service areas. Crate storage is the responsibility of the Lessee.

_____6. All electrical equipment must be UL approved and all gasoline engines must be AGA approved.

_____7. All emergency exits, hallways and aisles leading from the building are to be kept clean and unobstructed. Vehicles blocking the exits, etc. will be towed at the owner's expense.

MISCELLANEOUS – NON-DISCRIMINATION STATEMENT AND REQUIREMENT:

The City of Dublin does not discriminate on the grounds of race, color, sex, national origin, or disability in the approvals of Lessees for events at City owned Facilities. Lessee also agrees to not engage in any action or inaction that results in discrimination against anyone on the basis of their race, color, sex, national origin, or disability in the use of the Facility. Failure to comply with this requirement will result in immediate removal from the facility and preclude any future rentals by the Lessee.

ADDITIONAL INFORMATION

- 1) The City will reserve the Facility and provide access and use of the Facility to Lessee for the date of the Event.
- 2) Lessee acknowledges receipt of, full understanding of, and will abide by and comply with the “Facility Use Terms and Conditions” attached hereto and incorporated fully herein by this reference.
- 3) Lessee acknowledges receipt of the “General Information and Measurements” and affirms the Facility meets the needs and expectations of the Lessee for the Event.
- 4) Lessee understands and agrees that execution of this Agreement is a pre-requisite to securing date of proposed use of the Facility for the Event.
- 5) Lessee understands and agrees that full payment of the rental fee is due at least 14 days prior to the Event or the reservation date released by the City.
- 6) TERM: The Effective Date of this agreement is the date first written above. The Term of the lease is from the date and time access is granted, as indicated above, to the date and time Lessee must be vacated from the premises.
- 7) RELEASE OF LIABILITY: To the extent allowed by law, the Lessee does hold harmless and indemnify the City, its officials, agents, servants, and/or employees, and its successors and assigns from any and all liabilities, losses, claims, judgments, suits, fines, penalties, demands or expenses, including, but not limited to, all reasonable costs for defense and investigation thereof (including, but not limited to, attorney’s fees, court costs, and other associated fees) for any loss claimed by anyone due to death, injury, or damage to persons or property arising out of, attributable to, or resulting from the Event, except when such liability may result from the sole negligence of the city, its officials, agents, servants, and/or employees.
- 8) ENTIRE AGREEMENT: The text herein and included in any attachments hereto shall constitute the entire agreement between the parties.
- 9) SEVERABILITY: If any provision, or any portion thereof, contained in this Agreement is held to be unconstitutional, invalid, or unenforceable, the remainder of this Agreement, or portion hereof, shall be deemed severable, and shall not be affected, and shall remain in full force and effect.
- 10) ASSIGNMENT AND DELEGATION: The Parties shall not assign any rights nor shall they delegate any obligations created by this Agreement. Any purported assignment or delegation by either Party makes this Agreement null and void.
- 11) SUCCESSORS AND ASSIGNS: This Agreement binds the respective Parties and successors and permitted assigns.

12) GOVERNING LAW: Any dispute arising under or related to this Agreement is governed and construed in accordance with the laws of the State of Georgia, without regard to its conflict of law principles.

13) NOTICE. Unless otherwise provided herein, the Parties giving notice under this Agreement shall do so in writing and mail through the United States Postal Service or by hand delivery. Notice is effective only upon deposit with the United States Postal Service with the said notice being addressed as follows: If to the City: City of Dublin, Attn: City Manager, PO Box 690, Dublin, Georgia 31040. If to the Lessee: Name and address stated above. Notice is also effective upon hand delivery.

14) AMENDMENTS: This Agreement may be amended only by an agreement in writing signed by both parties.

15) MERGER: This Agreement represents the final and exclusive agreement between the parties and supersedes all prior negotiations and agreements.

IN WITNESS WHEREOF, the Parties have caused this agreement to be fully executed as of the date set forth in the preamble.

Joshua E. Kight,
Mayor

Lessee

(SEAL)

Attest: _____
Dorothy Rozier,
City Clerk

Department Representative

OFFICE USE ONLY

Deposit:	Amount \$ _____	Cash _____	Check # _____	CC _____
Rental Fee:	Amount \$ _____	Cash _____	Check # _____	CC _____
Other Fee:	Amount \$ _____	Cash _____	Check # _____	CC _____
CivicRec Receipt Number: _____			CivicRec Permit # _____	
Total Fee: \$ _____			Department Representative _____	