

OCONEE COUNTY PARKS & RECREATION DEPARTMENT

REQUEST FOR FACILITY USAGE

Two Week Notice Recommended

APPLICANT INFORMATION:

Name/Point of Contact	Point of Contact Phone		
Group/Organization	Point of Contact Email		
Street Address	City	State	Zip Code

REQUEST DETAILS:

Type of Event	Expected Attendance
Field/Gym Rental, Party, Meeting, 5K, etc.	
Event Date Requested:	
1 st Choice	2 nd Choice
Day of the Week / Month / Date / Year	Day of the Week / Month / Date / Year
Event Start Time:	End Time:
am/pm	am/pm
Reserved Time - Set Up Time Starts:	Clean Up Time Ends:
am/pm	am/pm

REQUESTED PARK & FACILITY:

<input type="checkbox"/> Oconee Veterans Park <ul style="list-style-type: none"><input type="checkbox"/> Picnic Pavilion, please indicate: Tennis OR Senior Center<input type="checkbox"/> Baseball/Softball Field(s)<input type="checkbox"/> Soccer Field(s)<input type="checkbox"/> Tennis Court<input type="checkbox"/> Walking/Running Trail<input type="checkbox"/> Gymnasium<input type="checkbox"/> Conference Room – 2 hour minimum<input type="checkbox"/> Small Meeting Room – 2 hour minimum<input type="checkbox"/> Community Room – 2 hour minimum<input type="checkbox"/> Other	<input type="checkbox"/> Herman C. Michael Park <ul style="list-style-type: none"><input type="checkbox"/> Picnic Pavilion<input type="checkbox"/> Baseball/Softball Field(s)<input type="checkbox"/> Multi-Purpose Field<input type="checkbox"/> Disc Golf Course<input type="checkbox"/> Sand Volleyball Court<input type="checkbox"/> Outdoor Pickleball Court<input type="checkbox"/> Gymnasium<input type="checkbox"/> Other
<input type="checkbox"/> Bogart Sports Complex <ul style="list-style-type: none"><input type="checkbox"/> Picnic Pavilion<input type="checkbox"/> Baseball/Softball Field(s)<input type="checkbox"/> Other	<input type="checkbox"/> Heritage Park <ul style="list-style-type: none"><input type="checkbox"/> Arena<input type="checkbox"/> Small Arena<input type="checkbox"/> Barn<input type="checkbox"/> Stalls<input type="checkbox"/> Trails<input type="checkbox"/> Other

Renter agrees to the specifications listed on the back of this form.
Request for facility Usage is **PENDING APPROVAL** from the Parks & Recreation Department.

Signature _____ Date _____

OCONEE COUNTY PARKS & RECREATION DEPARTMENT

STATEMENT OF AGREEMENT

Oconee County Parks and Recreation Department agrees to allow the renter to use the said facility with an understanding by both parties of the following specifications:

1. A **Facility Request Form** should be submitted 2 weeks prior to rental date to be considered for approval. **Facility Request Forms** may be submitted to:
 - Oconee Veterans Park (3500A Hog Mountain Road, Watkinsville), Monday – Friday, 8 a.m. - 5 p.m.
 - Herman C. Michael Park (1051 Elder Road, Bishop), Monday – Friday, 8 a.m. - 5 p.m.
 - Via email to facilityrental@oconee.ga.us
2. Fees are due once request is approved and may be paid in person at Oconee Veterans Park or Herman C. Michael Park or online through a Community Pass account. In addition, approval for facility usage will be based on facility availability, staff required and the nature of the event. No request shall be granted that is not under the direct supervision of an adult.
3. Rental fees are non-refundable unless the Parks and Recreation Department cancels or suspends a scheduled activity. If the Department cancels/suspends a rental and an alternate date/location cannot be made, a refund or partial refund (minus convenience fees) shall be issued to the renter.
4. Parks and Recreation will consider requests to reschedule rental date if requests made a minimum of 48 hours in advance. Reschedule request dates must be within one year from previous approved rental date.
5. Renter agrees to adhere to all Parks and Recreation Department park rules and regulations, maintain orderly conduct and promote proper and lawful use of the facility. Renter shall allow usage of facility during event without regards to race, age, religion, sex, nationality, political belief or affiliation, veteran status or physical ability. Facility Request Policies are available at www.oconeecountyga.gov/ocprd.
6. Facilities must be left in a clean and orderly condition with all park items in their original location. Renter agrees to pay for all repairs resulting from any damages, loss, cost of excessive cleanup, and/or removal of items left on the premises during the agreement period. The person signing this Agreement represents the renter and is responsible for ensuring payment of any damages and/or additional charges.
7. All Oconee County parks are open to the public. The schedule of activities and recreation programs, as established by the Parks and Recreation Department, take precedence for any facility use. Reserved facilities have priority over general public usage. Beyond scheduled programs and reservations, usage of the parks by the public is on a first-come, first-served basis.
8. Renter agrees to indemnify, protect, and hold harmless Oconee County, its officers, officials, employees, agents, and servants from any and all claims, demands, actions, suits, damages, loss and expenses of whatever kind or nature to any person or to any property arising out of negligence or in connection with the Agreement herein for the utilization of the said facility and to pay for any costs associated with the above resulting from the use of the facility by the renter and event attendees.
9. Failure to comply with the *Statement of Agreement* and the *Facility Request Policies* may result in immediate revocation of facility usage and/or loss of future use privileges.
10. The renter acknowledges by signature on page one (1) that he/she has read, understands and agrees to all specifications listed, as well as all Parks and Recreation Department policies. Renter also acknowledges that all information provided is correct, facility can only be used for purposes stated in the Agreement, and Agreement cannot be changed without written acknowledgement and agreement by both parties.

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FACILITY REQUEST CHECKLIST

THE FOLLOWING MUST BE COMPLETED TO RESERVE A FACILITY:

- ☐ **Complete *Request for Facility Usage* form.**
Request does not guarantee reservation will be approved.
- ☐ **Return completed *Request for Facility Usage* form 2 weeks prior to requested rental date.**
It is recommended to submit requests a minimum of 14-30 days in advance to assure facility availability and adequate time to complete required application process. Forms may be returned in person Monday through Friday, 8:00 a.m. – 5:00 p.m. to either park office or emailed to facilityrental@oconee.ga.us.
 - **Oconee Veterans Park**, 3500A Hog Mountain Road, Watkinsville, GA 30677
 - **Herman C. Michael Park**, 1051 Elder Road, Bishop, GA 30621
- ☐ **Appropriate park staff reviews request and determines if request is granted or denied:**
Request Granted – Renter will be provided with specific information on facility rules, checklist of any additional requirements (such as proof of insurance) and a summary of fees due. Full payment or booking fee (i.e., all day events or tournaments) is due to reserve field/facility.
Request Denied – Renter will be informed within 5 business days that the request has been denied.
- ☐ **Make payment in full at time of approved request to secure reservation.** (Booking fee, if applicable)
Payment must be made in the form of check, credit/debit card or eCheck. Cash is not accepted. If no payment is received, request is canceled.
- ☐ **Provide Certificate of Insurance, if required.**
Rentals required to submit Certificates of Liability Insurance include, but are not limited to, special events, any sporting type activities, user group organizations, travel teams and concession sales to the public. All insurance requirements outlined on the *Facility Request Policies* must be met, to include a minimum of \$1,000,000 Certificate of Insurance specifically naming *Oconee County, a political subdivision of the State of Georgia* (PO Box 145, Watkinsville, GA 30677) as additional insured.
- ☐ **All special requests provided to park staff on “Facility Request Details” form.**
Any special requests for usage of facility, equipment, etc. must be noted on the form and approved by the Parks and Recreation Department. The renter must strictly adhere to activities approved as outlined in the request form.
- ☐ **Agree to adhere to Oconee County Parks and Recreation Department policies, rules and regulations (full description available at www.oconeecountyga.gov/ocprd - “Parks - Rentals, Rules & Policies”.)**
- ☐ **Any additional requirement stated by park staff.**

Additional information: 706-769-3965 or www.oconeecountyga.gov/ocprd

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FACILITY REQUEST DETAILS

Request

Choose One

1. Do you have group insurance for the event? May be required ☐ Yes ☐ No
2. Is access to water requested? ☐ Yes ☐ No
3. Is access to electrical connection requested? ☐ Yes ☐ No
4. Do you have any field maintenance requests? ☐ Yes ☐ No
5. Will field lights be needed during the event? ☐ Yes ☐ No
6. Will any tents, tables, or other items be set-up? ☐ Yes ☐ No
7. Is there a request to use amplified sound or music? ☐ Yes ☐ No
8. Have you arranged to have on-site medical services? May be required ☐ Yes ☐ No
9. Have you made any provision for on-site security? May be required ☐ Yes ☐ No
10. Do you wish to sell concessions during the event? Insurance or Temporary Permit ☐ Yes ☐ No
11. Will there be vendors on-site during the event? Vendor fee may be required ☐ Yes ☐ No
12. Will persons be charged to attend the event? Ticket share fee may be required ☐ Yes ☐ No
List Fee(s): _____
13. Will a fee be charged to park a vehicle? Ticket share fee may be required ☐ Yes ☐ No
List Fee(s): _____
14. Other requests:

OCONEE COUNTY PARKS & RECREATION DEPARTMENT
FACILITY REQUEST SUPPLEMENTAL INFORMATION

Preparation Required:

Additional Requests:

Staff Needed:

Post Event:

Other Details:

~ STAFF USE ONLY ~

REQUEST APPROVED: YES

NO

STAFF INITIALS: _____

Booking Fee: \$_____ Paid

Other Fee(s): \$_____ Paid Y/N

Check/Credit Card: _____

Rental Fee: \$_____ Paid

Total Due: \$_____ **Paid Y/N**

Date Paid: _____