



**CITY OF HOLLY SPRINGS
PARK RENTAL AGREEMENT
3237 HOLLY SPRINGS PARKWAY, HOLLY SPRINGS, GA 30115
MONDAY-FRIDAY 8:00 A.M.-5:00 P.M.
PHONE: (770) 345-5536, WWW.HOLLYSPRINGSGS.US**

JB OWENS PARK

Pavilion

Multipurpose Field

BARRETT PARK

Gazebo

Multipurpose Field

FOR OFFICE USE ONLY		
RESERVE DATE: _____		
TYPE OF EVENT & NUMBER OF ATTENDEES: _____		
RESERVE TIME:		
Starting: _____	Ending: _____	
	Amount	Date paid
DEPOSIT:	<input type="text"/>	<input type="text"/>
RENTAL FEE:	<input type="text"/>	<input type="text"/>
DEPOSIT RETURNED:	<input type="text"/>	<input type="text"/>
APPROVED: _____	DATE: _____	

Name of Applicant: _____

Contact Person: _____ Phone #: _____

Email Address: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Alternate Contact: _____ Phone #: _____

Reserve Date: _____ Time: _____

Type of Event: _____ # of Attendees: _____

In addition to the fees below, a \$175 damage & cleaning deposit will be collected when the application is submitted.

	PAVILIONS	MULTIPURPOSE FIELD
CATEGORY 1		
City of Holly Springs	No Cost	No Cost
CATEGORY 2		
Local Recreation Providers,	\$50 per Day	\$75 per Day
Civic, Faith Based,	\$30 per 1/2 Day	\$60 per 1/2 Day
School Groups	\$10 per Hour (2 hr. min.)	\$15 per Hour (2 hr. min.)
CATEGORY 3		
Holly Springs Residents	\$50 per Day	\$75 per Day
	\$30 per 1/2 Day	\$60 per 1/2 Day
	\$10 per Hour (2 hr. min.)	\$15 per Hour (2 hr. min.)
CATEGORY 4		
Business, Other	\$75 per Day	\$175 per Day
Contracted Organizations,	\$40 per 1/2 Day	\$100 per 1/2 Day
Individual or Groups	\$12 per Hour (2 hr. min.)	\$30 per Hour (2 hr. min.)

RATE:\$ _____ # OF HOURS: _____ TOTAL RENTAL FEE:\$ _____

Applicant Signature: _____ Date: _____

Facility Rules and Regulations

Welcome and thank you for selecting the City of Holly Springs for your event. In order to maintain our facilities, you must adhere to the following rules and regulations:

Applicants please initial each of the rules and regulations below.

- Park facilities may be closed at the discretion of the City of Holly Springs due to weather conditions, maintenance, to protect the public from unsafe conditions or to protect the parks from damage due to overuse.
- In the event of a cancellation of an activity due to weather conditions which make the activity impossible, or due to any Act of God beyond the control of the applicant, 1) a credit may be given to the applicant upon the receipt and acceptance of a written request submitted to the City of Holly Springs, or 2) the event may be rescheduled at the earliest available date with no additional fees incurred.
- Rental fees are refundable upon a seven (7) day written notice of cancellation to the City of Holly Springs.
- All commerce is expressly prohibited without the written approval of the City of Holly Springs. Vendors are subject to all business license and insurance requirements.
- Reservations are for the designated area and the immediate surrounding area only. All other park attractions and facilities are open to the public.
- Organizations and individuals are not permitted to sublease any portion of the park or athletic field.
- In the event the organization is conducting business in the park such as a tournament, the organization may be subject to all business license and insurance requirements.
- In the event a City of Holly Springs program or function conflicts with an organization's use of the designated area identified in the application, the City of Holly Springs' program or function shall have priority and the conflict will be resolved by the organization rescheduling its use of the designated area.
- All organizations and spectators shall follow all of the City of Holly Springs ordinances and regulations.
- Applicant is responsible to ensure that all waste is disposed of in designated receptacles.
- No open fires or grilling permitted in the park.
- No alcoholic beverages permitted in the park.
- No unleashed dogs permitted in the park.
- No motorized carts, ATV's or motorcycles permitted in the park.
- No organized sports permitted in the park.

Insurance:

The City of Holly Springs does not maintain insurance that will respond to claims against the application arising out of the use of facilities by the applicant, its member, or those attending the event. If applying organization is required to be covered by bodily injury and property damage liability insurance, they are responsible for obtaining said insurance. If "required," attach proof of insurance.

Acknowledgement:

The undersigned hereby makes application to the City of Holly Springs (City) for use of the park facilities indicated on page 1 and certifies the information given in the application and supporting material is correct. The undersigned further states that he/she has the authority to make this application for the applicant and agrees that the applicant will observe all ordinances and regulations of the City of Holly Springs. The applicant/organization agrees to indemnify, defend, and hold harmless the City or its officers, agents, employees, alleging damage or injury arising out of the subject matter of this Application; provided, however, that such provision shall not apply to the extent that damage or injury results from the sole fault of the City or its officers, agents, or employees. The applicant further agrees to reimburse the City of Holly Springs for any damages arising from the applicant's use of said facilities and/or equipment. The applicant or his agent has examined and inspected the park facilities, premises, equipment, and furnishings for defects and finds them fit and safe the purpose stated above. The undersigned further states that he/she has read and understands the attached Parks and Recreation Facilities Code, and the above Facility Rules and Regulations.

Applicant Signature: _____

Date: _____

CITY CODE
CHAPTER 66 STREETS, SIDEWALKS AND OTHER PUBLIC PLACES
ARTICLE IV. PARKS AND RECREATION FACILITIES*

***Editor's note:** An ordinance adopted June 21, 2004, set out provisions intended for use as §§ 66-3--66-14. For purposes of classification, and at the editor's discretion, these provisions have been included as §§ 66-121--66-132.

Sec. 66-121. Use of facilities.

(a) All park properties are to be used on a first come, first served, basis with no reservations being taken, with the exception of ball fields.

(b) Each person using the public parks and ground shall clean up all debris, extinguish all fires when such fires are permitted, and leave the premises in good order and the facilities in neat and sanitary condition.

(Ord. of 6-21-04(2))

Sec. 66-122. Hours of operation; overnight camping.

(a) No person shall set up tents, shacks, or any other temporary shelter for the purpose of overnight camping, nor shall any person leave in a park after closing hours any movable structure or special vehicle to be used, or that could be used, for such

(b) The hours of operation for all parks and recreational facilities owned, operated and controlled by the city shall be from sunrise until sunset. No persons other than city personnel conducting city business shall occupy or be present in such parks during any other hours.

(c) Any section or part of a park, or an entire park, may be declared closed to the public by the city at any time and for any interval of time, either temporarily or at regular or stated intervals.

(Ord. of 6-21-04(2))

Sec. 66-123. Prohibited acts generally.

No person using the parks, ground, or facilities shall:

(1) Willfully mark, deface, disfigure, injure, tamper with, displace or remove, any structures, equipment, facilities or park property or appurtenances.

(2) Throw, discharge, or otherwise place or cause to be placed in the waters of any fountain, pond, lake, stream, bay, or other body of water in or adjacent to any park or any tributary, stream, storm sewer, or drain flowing into such waters, any substance, matter, or thing, liquid or solid, which will or may result in the pollution of the waters.

(3) Damage, cut, carve, transplant, or remove any tree or plant.

(4) Hunt, molest, harm, frighten, kill, trap, chase, tease, shoot or throw missiles at any animal, reptile, or bird, or remove or have in his possession the young of any wild animal, or the eggs, nest, or young of any other animal.

(5) Bring in or dump, deposit, or leave any bottled, broken glass, ashes, paper, boxes, cans, dirt, rubbish, waste, garbage, refuse, or other trash.

(6) Disturb the peace, or use any profane, or obscene language.

(7) Endanger the safety of any person by any conduct or act.

(8) Commit any assault or batter, or engage in fighting.

(9) Prevent any person from using any park, or any of its facilities, or interfere with such use.

(10) Swim, bathe, or wade in any waters or waterways in or adjacent to any park, except in such bathing houses or structures as may be provided for that purpose.

(Ord. of 6-21-04(2))

Sec. 66-124. Motor vehicles.

No person shall operate any motorized vehicle, including motorcycles, mopeds or any other similar vehicle, in any part of or upon any road in any park or recreational facility owned, operated or controlled by the city, except upon roads within such park or recreational facility and in designated parking areas. No motorized vehicle described in this section shall be parked or left standing at any place in any park or recreational facility owned, operated or controlled by the city, except in areas designated for such purpose.

(Ord. of 6-21-04(2))

Sec. 66-125. Littering.

No person shall litter, dump or otherwise dispose of household garbage or any other trash, waste, refuse or debris not connected with his use and enjoyment of the parks and recreational facilities of the city. Littering, dumping and other forms of prohibited disposition are defined in the general laws of this state. All garbage, trash, waste and other debris generated from the use by patrons of the parks and recreational facilities of the city shall be properly disposed of in containers provided for that purpose or at other such places where disposition or disposal may lawfully be made. Where receptacles are not so provided, all such rubbish or waste shall be carried away from the park by the person responsible for the presence of the same, and properly disposed of elsewhere.

(Ord. of 6-21-04(2))

Sec. 66-126. Fire restricted.

No open fires, except in picnic grills, shall be permitted at any time or at any place in any park or recreational facility owned, operated or controlled by the city. No person shall drop, throw, or otherwise scatter lighted matches, burning cigarettes, or cigars, tobacco paper, or other inflammable material within any park area or any contiguous highway, road, or street.

(Ord. of 6-21-04(2))

Sec. 66-127. Firearms and explosives.

No person shall discharge any firearm or explosive, including firecrackers or fireworks, except with the express written permission of the director of the recreation and parks department of the city, in any park or recreational facility owned, operated or controlled by the city.

(Ord. of 6-21-04(2))

Sec. 66-128. Possession of alcoholic beverages or drugs.

No person shall possess or use any alcoholic beverage, as defined in the laws of this state, in any park or recreational facility owned, operated or controlled by the city, nor shall any person use or possess any drug or any other controlled substance, as defined in the laws of this state, except when given expressed permission by city council as a lawfully permitted use by the laws of this state, in any park or recreational facility owned, operated or controlled by the city.

(Ord. of 6-21-04(2))

Sec. 66-129. Unleashed dogs.

No dog may be in any park unless such dog is on a leash not more than ten feet long.

(Ord. of 6-21-04(2))

Sec. 66-130. Sales prohibited.

No person shall vend, sell, peddle, or offer for sale any commodity or article within any park unless given expressed permission by the Holly Springs City Council.

(Ord. of 6-21-04(2))

Sec. 66-131. Signs prohibited.

No person shall paste, glue, tack, or otherwise post any sign, placard, advertisement, or inscription whatever, nor shall any person erect or cause to be erected any sign whatever on any public lands or highways or roads adjacent to a park.

(Ord. of 6-21-04(2))

Sec. 66-132. Penalties.

(a) Any person convicted of a violation of any of the provisions of this article shall be punished as provided in section 1-12 of the Code of Holly Springs.

(b) Any person convicted of a violation of this article shall be denied any park permit or other permission to utilize the facilities of any park or recreational facility owned, operated or controlled by the city for a period of 60 days following any conviction for a violation of this article.

(Ord. of 6-21-04(2))

A RESOLUTION BY
THE MAYOR AND CITY COUNCIL OF
THE CITY OF HOLLY SPRINGS, GEORGIA
TO ESTABLISH AND ADOPT THE PARK FACILITY USE POLICY
OF THE CITY OF HOLLY SPRINGS

WHEREAS, The City of Holly Springs owns and operates parks throughout the city that include athletic fields and pavilions;

WHEREAS, The City of Holly Springs operates said parks through the City of Holly Springs Parks and Recreation Fund;

AND WHEREAS, The City of Holly Springs desires to allow for the orderly and efficient use of these facilities by priority users while also allowing for the use of the facilities by the general public when not reserved for scheduled activities,

NOW THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Holly Springs that the City of Holly Springs hereby establishes the following policies and procedures to ensure the safe and efficient use and the equitable availability of the park facilities owned and operated by the City.

Section 1 – Field Use Policy

Reserved use of park facilities is permitted by this policy and encouraged by the City of Holly Springs. Unreserved park facilities will be available to the general public for open, unstructured or public recreation on a first come/first serve basis during the normal operating hours of the park.

The City of Holly Springs reserves the right to modify these policies and procedures and to develop and enforce such additional rules and regulations as may be required for the protection of the parks and the users and the patrons of the parks. Parks may be closed by the City of Holly Springs due to weather conditions, maintenance, to protect the public from unsafe conditions or to protect the parks from damage due to overuse. When reserved for use by a priority user, park facilities are not available to the general public.

Section 2 – Priority Users

Four priority categories of facility users are hereby created (Category 1 being the highest priority) and shall be considered in the allocation of park facilities and scheduled time at all parks. The City of Holly Springs reserves the right to set priorities based upon, but not limited to, the following: the number of participants, the residency of participants and the overall impact of the group or organization upon the established recreational needs of City of Holly Springs residents.

Category 1 – City of Holly Springs

The City of Holly Springs shall include all of the following: activities, programs and special events of the City of Holly Springs.

Category 2 – Local Recreation Providers, Local Civic, Faith Based and/or Educational Groups

A “Local Recreation Provider” is defined as an organization registered as a nonprofit corporation with the Georgia Secretary of State’s Office with a separate local Cherokee County governing board and by-laws for the primary purpose of providing and delivering recreation opportunities to the citizens of Cherokee County whether or not a fee is charged. To qualify as non-profit, the organization must meet all criteria as identified by the Internal Revenue Service. Such groups include, but are not limited to; volunteer youth sports organizations, senior sports groups or the YMCA.

To qualify as a Local Recreation Provider, no less than eighty five percent (85%) of the participants MUST be residents of Cherokee County and have a minimum of 60 participants or 5 teams. City of Holly Springs staff may verify residency prior to the allocation of the field and/or park facilities through rosters with participant names and addresses and/or individual participant utility bills/photo ID.

“Local Civic, Faith Based and/or Educational Groups” shall include, but are not limited, to organizations such as the Rotary Club, Lions Club, Cherokee County School District, private schools or home school groups located within Cherokee County boundaries.

Category 3 – Holly Springs Residents

Any individual who is domiciled within the corporate limits of the City of Holly Springs.

Category 4 – Businesses, Other Contracted Organizations, Individuals or Groups

Any business, organization, club, individual or group that does not fall within the definitions of Category 1, 2 or 3, as defined above, shall be considered a Category 4 user under this Policy.

Section 3 - Athletic Field and/or Park Facility Reservations

An athletic field and/or park facility shall be considered reserved upon the payment of the prescribed fee and the issuance of a Facility Use Permit provided by the City of Holly Springs. The Facility Use Permit shall include ALL of the following:

- The name of the organization reserving the athletic field and/or park facility.
- The name, address and phone number of the individual making the application and contact person for the permit.
- The specific athletic field or park facility being reserved.
- The date of issuance.
- The date, time and duration of the permit.
- The specific use of the athletic field or park facility.
- The specific fee or fees charged and schedule of payment.
- All conditions assigned to the permit over and above the requirements of this Policy.
- The signature of the City of Holly Springs City Manager or his designee.
- A signature of the permit applicant agreeing that the conditions, restrictions and waivers have been met or will be met in connection with the event for which the permit has been issued.

In the event of a cancellation of an activity by the City of Holly Springs City Manager or his designee due to weather conditions which make the activity impossible, or due to any Act of God beyond the control of the applicant/permit holder, 1) a credit may be given to the applicant/permit holder; 2) a refund may be requested from the City of Holly Springs City Manager or his designee; or 3) the event may be rescheduled at the earliest available date with no additional fees incurred.

Section 4 - Sales on Park Property

The City of Holly Springs reserves to itself complete and exclusive rights to regulate the sale of all goods and services sold or conducted on park property. All commerce is expressly prohibited without the approval of the City of Holly Springs. Vendors are subject to all business license and insurance requirements. In addition all vendors must successfully complete any applications and pay fees set forth by the City of Holly Springs. Food concessions must be approved by the City of Holly Springs and follow all City of Holly Springs Codes and Ordinances.

Section 5 – Fees and Charges

The most recent Schedule of Fees and Charges for the Use of athletic fields and/or park facilities, as approved by the Mayor and City Council of the City of Holly Springs, is attached hereto and incorporated herein as Exhibit “A”. The Schedule of Fees and charges for the Use of athletic fields and/or park facilities may be amended from time to time by the Mayor and City Council of the City of Holly Springs. Any such amended Schedule, when duly adopted by the Mayor and City Council, shall be in full force and effect and shall be made available to the public at Holly Springs City Hall.

Rental fees are refundable upon a seven (7) day written notice to the City of Holly Springs.

Section 6 – Athletic Field and/or Park Facility Use Rules

Reservation is for the designated athletic field and/or park facility and the immediate surrounding area only. All other park attractions and facilities are open to the public.

Organizations and individuals are not permitted to sublease any portion of a City of Holly Springs park or athletic field without prior written consent from the City Manager or his designee.

In the event the organization is a youth athletic association, the association shall comply with the most current version of the Youth Athletic Association's Policy and Procedures Manual.

In the event the organization is conducting business in the park such as a tournament rental, the organization will be subject to all business license and insurance requirements.

In the event a City of Holly Springs function or special event conflicts with an organization's use of the athletic field and/or park facility identified in the agreement, the City of Holly Springs function or special event shall have priority and the conflict will be resolved by the organization's rescheduling its use of the athletic field and/or park facility.

All organizations and spectators shall follow all City of Holly Springs Park Rules. Please leave the park clean. Dispose of all waste in designated receptacles.

This policy shall become effective on the 1st day of August, 2015.

SO RESOLVED by the Mayor and City Council on this 20th day of April, 2015.

ATTEST:



Karen Norred, City Clerk
(Seal)


Mayor, Timothy Downing

Exhibit A-Schedule of Fees and Charges for the Use of Athletic Fields and/or Park Facilities

Adopted by the City of Holly Springs Mayor and City Council

<u>User Group</u>	<u>Baseball / Softball Field</u>	<u>Multipurpose Field</u>	<u>Pavilions</u>
Category 1 City of Holly Springs	No Cost	No Cost	No Cost
Category 2 Local Recreation Providers, Civic, Faith Based, School Groups	\$50 per Day \$30 per ½ Day \$10 per Hour (2 Hour Min.)	\$75 per Day \$60 per ½ Day \$15 per Hour (2 Hour Min.)	\$50 per Day \$30 per ½ Day \$10 per Hour (2 Hour Min.)
Category 3 Holly Springs Residents	\$75 per Day \$60 per ½ Day \$15 per Hour (2 Hour Min.)	\$75 per Day \$60 per ½ Day \$15 per Hour (2 Hour Min.)	\$50 per Day \$30 per ½ Day \$10 per Hour (2 Hour Min.)
Category 4 Businesses, Other Contracted Organizations, Individuals or Groups	\$125 per Day \$75 per ½ Day \$20 per Hour (2 Hour Min.)	\$175 per Day \$100 per ½ Day \$30 per Hour (2 Hour Min.)	\$75 per Day \$40 per ½ Day \$12 per Hour (2 Hour Min.)

All field rentals are subject to:**(1) City Staff**

The City of Holly Springs reserves the right to assign and schedule city staff for any athletic field rentals that may require additional field maintenance, custodial services, and general maintenance. Examples include but are not limited to the rental of multiple fields, all-day or multi-day events. This is at the sole discretion of the City of Holly Springs. When required, it will be at the cost of the group or individual renting the field(s). The cost will be \$15 per hour per staff person (minimum 4 hours).

(2) Cancellation

Rental fees are refundable upon a seven (7) day written notice to the City of Holly Springs.