



CITY OF RINCON PARKS AND RECREATION
1004 Lexington Avenue, Rincon, GA 31326
Phone (912) 826-0238

City of Rincon Facility Rental Contract

I, the undersigned, hereby apply for the use of City of Rincon and, in connection with said application, furnish the following:

Renter _____ Rental Date _____

Contact Person _____ Phone _____

Address _____

City _____ State _____ Zip _____

Home Phone _____ Alternate Phone _____

Email Address _____

Event Type _____ Size of Group (Adults &Minors) _____

Setup Starts _____ Takedown Ends _____ Total Time _____

I further stipulate that I have read and understand all the rules and regulations as set forth by the governing body of the City of Rincon for the use of this facility and will abide by same and understand that if any required chaperones and/or law enforcement personnel are not present the function will be terminated. I also understand that proof of sufficient insurance may be required at the discretion of the department.

Renter's Signature _____ Date _____

City of Rincon Payment / Cancellation Policy

Facility rental payment and deposit must be received 3 weeks prior to rental. Cash, check or credit card in the form of Master Card, Visa or Discover Card is accepted. A credit card fee will be applied from the processor. If payment is received less than 3 weeks prior to your scheduled rental a cashier's check or credit card will only be accepted.

Any and all cancellations and/or date changes must be in writing and signed by the same person who signed this application and paid the rental fees and must be given to the Main Office no less than 14 days prior to the event. Fee refunds will be made, by check, less a 25% service charge, and will be delivered by mail.

I have read and understand the above policy.

Renter's Signature _____ Date _____

LOCATION

Fields Rentals: Macomber / Patriots **Maintenance Required:** Yes No

Court Rentals: Patriot / Giles

Park Rentals: Patriot / Giles

Center Rentals: Hinley / Macomber

Fields (Concessions not available)	Fee Field per day	\$100.00
	Additional Security Deposit	\$350.00
	Maintenance Fee per day	\$175.00
	Cleaning Fee per field	\$25.00
Any organization leasing must provide copy of business license		
Tennis Courts (If reserved, no lights)	Per Hour	\$10.00
Tennis Court (If reserved, with lights)	Per Hour	\$15.00

Community Center Rentals (if available) Fees are per day. The day will begin at 7 a.m. and end at 10 p.m. Security deposit is refundable if the center is left in the same condition it was found. Decorations will only be placed on tables, not walls and ceilings.	Macomber (City Resident) Per day	\$360.00
	Macomber (Out of City Resident) Per day	\$450.00
	Hinley (City Resident) Per day	\$185.00
	Hinley (Out of City Resident) Per day	\$225.00
	Non-refundable Cleaning Fee	\$75.00
	Additional Refundable Security Deposit	\$150.00

CITY OF RINCON INDEMNITY AND HOLD HARMLESS AGREEMENT

In consideration of the permission granted to me by The City of Rincon to use the approved rental facility, I hereby indemnify and hold harmless the Rincon Parks and Recreation, its agents, servants and employees from any and all claims and causes of action that may arise from injury to me or third parties using the facilities at the who are injured or suffer property damage that is in any way caused by my use of any city facility. This indemnity and hold harmless agreement is given to the City of Rincon to protect the City and its agents, servants and employees from cost of defense and claims for injuries and damages that may be caused either directly or indirectly by my use of the _____

(Facility Name)

Person or Company giving Indemnity _____

Date _____

CITY OF RINCON FACILITY RULES AND REGULATIONS

As a service to the community, the Rincon Parks and Recreation Department shall grant the rental of recreation facilities to local community groups, in keeping with the following policies:

1. The Department must receive and approve an application for each use or activity and will appoint representatives to maintain contact with organizations that use the Parks facilities.
2. No facility shall be rented to anyone under age 18.
3. Rincon Parks and Recreation activities will have priority, and The Boy Scouts troop 165, will have access for use, in that order.
4. A contract is to be signed for each facility used. The contract shall set forth any terms and fees required.
5. The fee schedule for rental of facilities as approved by Parks and Recreation.
6. The premises will not be used for any purpose that violates Federal, State, or Municipal laws.
7. No facility, or any part thereof, shall be rented to an individual or group for personal profit or for private or corporate gain which is in direct competition with local businesses.

8. The City of Rincon facilities shall not be leased by any group that advocates unconstitutional or illegal acts, or whose activities may be contrary to the best interests of the City. No use shall be allowed for a function that presents obvious danger to the safety of persons and property.
9. Organizations using the City of Rincon facilities are responsible for proper conduct of all persons attending and for prompt restoration of Parks and Recreation property in the event of any damage. If the Parks and Recreation Department considers police protection necessary, it must be provided by the organization to the Department's satisfaction. Liability insurance and bonds may be required at the Department's discretion.
10. Smoking, the use of illegal substances or alcohol are not permitted in any City of Rincon facility.
11. A security deposit shall be required for use of facility rentals. The deposit will be returned if the facility is left in the same, or better, condition as when rented.
12. The renter shall not make any alterations, additions, or improvements in, to, or about the premises without written permission from the Parks and Recreation department.
13. Renter shall comply with all statues, ordinances, and requirements of all municipal, state, and federal authorities. To include noise and nuisance limitations.
14. Renter shall not assign this rental arrangement or sublet any portion of the premises without prior written consent.
15. Renter shall be responsible for all damages, losses, or injuries occurring on the property or to the property. Renter shall be responsible for reimbursing The City of Rincon for all repairs or damages to the leased property.
16. The Rincon Parks and Recreation Department reserves the right to reject any use or rental application and/or to waive any or all charges as determined in the Department's best interest. Rental/use agreements will be cancelled in the case of facilities abuse.
17. The City of Rincon does not discriminate based upon race, gender, age, creed, color, or national origin, in the leasing of its facilities.

I have read and understand I am responsible for all the terms, rules, conditions and requirements in this contract and agree to abide by them.

Renter's Signature _____ Date _____

FOR OFFICE USE ONLY

Staff Approval (Print Name) _____ Signature _____

Rental Amount _____	<input type="checkbox"/> Cash	<input type="checkbox"/> Check # _____	<input type="checkbox"/> CC # _____
Deposit Amount _____	<input type="checkbox"/> Cash	<input type="checkbox"/> Check # _____	<input type="checkbox"/> CC # _____
Maintenance Amount _____	<input type="checkbox"/> Cash	<input type="checkbox"/> Check # _____	<input type="checkbox"/> CC # _____
Cleaning Fee Paid _____	<input type="checkbox"/> Cash	<input type="checkbox"/> Check # _____	<input type="checkbox"/> CC # _____

Receipt # _____ Staff Signature _____ Date _____

Final Inspection Completed by (Print Name) _____ Signature _____

Deposit Return Method Mail Pick-up CC Date _____