

**Athletic  
Field/Gym  
Rental  
Application**



City of Brookhaven  
3360 Osborne Rd. NE  
Brookhaven, GA 30319  
Phone: 404-637-0534  
[parksrec@brookhavenga.gov](mailto:parksrec@brookhavenga.gov)

Group/Applicant Name:	
Address:	
Home/Mobile Phone:	
Email:	
Emergency Contact:	
Field/Gym Requested:	Date Requested:
Rental Hours: _____ to _____ (includes setup and breakdown)	Field Prep Required: _____ yes _____ no (Please include description or drawing of field marking requirements)
Rental Description:	
Projected Rental Attendance:	
Any vendors: _____ yes _____ no	Amplified Music: _____ yes _____ no

I hereby agree that as a condition to the issuance of a Facility Rental Permit, I the Producer of the event, shall indemnify and hold the City, its agents, officers and employees harmless from claims, demand or cause of action which may arise from activities associated with the event, including any court costs and related attorney's fees.

I hereby solemnly swear, subject to criminal penalties for false swearing, that the statements and answers made by me to the foregoing questions in this application for a Facility Rental Permit, are true, and no false or fraudulent statement or answer is made herein to procure the granting of such permit.

I hereby state and understand that should a complaint be filed against the Producer of the Event for violation of any regulation associated with the application for the City of Brookhaven Facility Rental, the permit issued for the event will immediately become void and will not reissue for the same location.

I hereby state that I have received and understand the Facility Rental Agreement Rules & Usage document. Applicant shall read, understand, and agree to all provisions set forth in this Agreement.

\_\_\_\_\_  
AUTHORIZED APPLICANT SIGNATURE

\_\_\_\_\_  
DATE

PARKS AND RECREATION DEPARTMENT USE ONLY		
Application Received:	Permit Issued:	
Insurance Received:	Deposit Received:	Deposit Returned:
Number of Participants:		
Off-Duty Officer Required: _____ yes _____ no	Officer(s):	
Payment Due:	Type Payment:	
Approved By:	Permit #:	

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STANDARD FACILITIES ARE NOT GUARANTEED TO BE CLEANED PRIOR TO YOUR RENTAL SO BY SIGNING THIS AGREEMENT, YOU ARE ACCEPTING THE FACILITY AS IT IS. IT IS ALSO YOUR RESPONSIBILITY TO MAKE SURE THE FACILITY IS NOT OTHERWISE OCCUPIED WHEN YOU ARRIVE AND THE CITY SHALL NOT BE RESPONSIBLE FOR REMOVAL OF ANY SUCH PERSON.

Renter agrees to all of the following:

**TERMS AND CONDITIONS**

1. Applicant must have the General Use Agreement, permits, and receipt in their possession for verification at the event.
2. Only applicants 21 years or older are issues Use Agreements and agrees to adhere to all City, County, and State laws and ordinances.
3. The Department of Parks & Recreation reserves the right to cancel or suspend any scheduled activity at a City facility when it is determined that such use is unsafe for the general public and park patrons
4. Non-residents are charged an additional fee for rental of City parks and facilities.
5. No food or beverages outside of water is allowed in Gymnasiums.
6. Vehicles are not permitted off paved driveways. Brookhaven Police Department will issue citations for unauthorized parking.
7. No PUBLICITY, advertising (fliers, posters) of any time may be released for use relating to the event until approval is granted for the application.
8. All rentals must be booked and paid in full no later than two weeks in advance . Checks can be made out to The City of Brookhaven, 3360 Osborne Rd Ne, Brookhaven, Ga 30319
9. Cancellation and refund requests must be made in writing to the Department of Parks and Recreation 10 (ten) days prior to the reservation date, after which no refunds will be allowed. In the case of inclement weather we can reschedule your reservation but will not do a refund.
10. Per Brookhaven Finance Department guidelines, the damage deposit will be returned via check 4-6 weeks after your rental. All deposits will be mailed to the address on your Rec1 account.
11. Fees must be paid at date indicated on invoice.
12. Inflatables and/or amplified music is permitted in the park(s) with an approved permit, payment of applicable fee, and proof of insurance. It is the responsibility of the applicants to provide a power source.
13. Water slides (apparatus) are not permitted in Brookhaven's Parks.
14. NO stakes or objects longer than 6 (six) inches may be driven into the park turf. No cleats allowed on turf fields, need to have turf shoes.
15. Applicant shall leave the facility free of trash and debris generated by the event. All trash shall be sacked and placed along the curbside at the conclusion of the event.
16. Applicant is responsible for providing security and/or traffic control as deemed necessary by the Brookhaven Police Department at applicant expense.
17. Applicant will be billed for cost of repairs and/or replacement of any and all damaged to structures, equipment, facilities, planting, or turf beyond normal wear and tear.

18. The City of Brookhaven will not be held responsible for any loss or theft during the event; personal items should not be left in vehicles.
19. CERTIFICATE OF INSURANCE is required for athletic field rentals that are deemed practice or a game. Certificate of Insurance must name City of Brookhaven as the additional insurer \$1,000,000 (ONE MILLION DOLLARS) each (OCCURANCE COMBINED SINGLE LIMIT). Applicants agree to assume the defense and indemnify and hold City of Brookhaven, its Officers, Board of Commissioners, Directors, employees, and agents free and harmless from and against any and all losses, penalties, damages, settlement cost, charges, professional fees, or other expenses or liabilities of any kind and character in connection with or arising directly or indirectly out of this Agreement.
20. No FIRES are permitted, other than in designated areas. Only fireproof or fire-retardant materials may be used for decorations and at no time shall stop signs be covered or obstructed. Failure to adhere will jeopardize future use of City parks.
21. Applicants understand that the selling of food is prohibited. Applicant may apply for a vendor permit from the Parks and Recreation Department and the DeKalb Board of Health 45 days prior to event
22. Applicants understand that failure to comply with these terms and conditions may cause revocation or termination of this permit and will jeopardize future use.
23. Applicants understand that alcohol is permitted only in conjunction with a pavilion reservation and approved permit. Alcohol must be consumed in the reserved area (pavilion). State, County, and City laws on alcoholic beverages will prevail.
24. ONLY OFF DUTY BROOKHAVEN POLICE OFFICERS are utilized at events held at City parks and facilities. Brookhaven's Police Department will determine the specific security personnel needed and will arrange for their presence at the applicants expense.