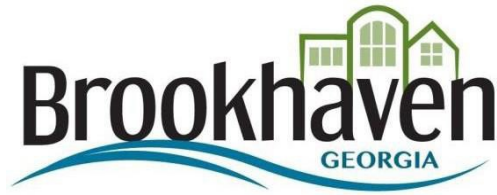


**Indoor Facility
Rental
Application**



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

Applicant Name:	
Address:	
Home/Mobile Phone:	Email:
Facility Requested:	
Date Requested:	Will alcohol be present? _____yes _____no
Event Hours: _____ to _____ (must include setup and breakdown)	
Event Description:	Projected Attendance:
Are you charging for entry?: _____yes _____no	Will anything be sold on-site?: _____yes _____no

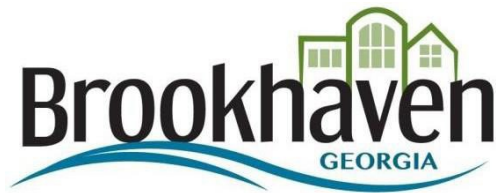
I certify that I have read, understand and agree to abide by the terms and conditions governing the use of Brookhaven City Parks and Recreation facility as written on pages 2 and 3 of this application. Furthermore, I certify that the information contained in this request is true and accurate to the best of my knowledge. Any false information given herein will affect future use.

AUTHORIZED APPLICANT SIGNATURE

DATE

PARKS AND RECREATION DEPARTMENT USE ONLY	
Application Received:	Permit Issued:
Number of Participants:	
Off-Duty Officer Required: _____yes _____no	Officer(s):
Payment Due:	Type Payment:
Action: _____Approve _____Deny	Date:
Approved By:	Permit #:

Indoor Facility Rental Application



City of Brookhaven
3360 Osborne Rd. NE Brookhaven,
GA 30319
Phone: 404-637-0512
parksrec@brookhavenga.gov

WHILE BROOKHAVEN PARKS AND RECREATION STAFF REGULARLY CLEAN ALL FACILITIES, FACILITIES ARE NOT GUARANTEED TO BE CLEANED PRIOR TO YOUR RENTAL AS THEY ARE IN PUBLIC PARKS AND ARE SUBJECT TO USE BY THE PUBLIC PRIOR TO A RENTAL PERIOD. BY SIGNING THIS AGREEMENT, YOU ARE ACCEPTING THE FACILITY AS IT IS. IT IS THE RENTER'S RESPONSIBILITY TO PRESENT THEIR PERMIT UPON ARRIVAL TO ANY PERSONS OCCUPYING THE RENTED AREA. THE CITY OF BROOKHAVEN PARKS AND RECREATION STAFF SHALL NOT BE RESPONSIBLE FOR REMOVAL OF ANY SUCH PERSONS.

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 issued use agreements and the applicant 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 facilities.
5. 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.
6. Vehicles are not permitted off paved driveways. Brookhaven Police Department will issue citations for unauthorized parking.
7. Event should not be open to the general public. No publicity, advertising, or online flyers of any kind relating to the event may be distributed.
8. Rental fee and refundable damage deposit must be paid up front to secure reservation. Reservations will not be held without payment. Per Brookhaven Finance Department guidelines, the damage deposit will be returned via check 4-6 weeks after your rental. The refund deposit will be mailed to the address on your Rec1 account. Card payments are accepted through our online reservation system, checks and money orders may be made out to The City of Brookhaven 3360 Osborne Rd Ne, Brookhaven, Ga 30319.
9. Inflatables are not permitted inside of the buildings
10. 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.

11. Clean-Up includes the following: removing all litter, signs and decorations from and around the facility including anything hung.
12. Applicant is responsible for providing security and/or traffic control as deemed necessary by the Brookhaven Police Department at applicant expense.
13. 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.
14. 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.
15. CERTIFICATE OF INSURANCE is required for some events. 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.
16. 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.
17. 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 to receive applicable permits.
18. Applicants understand that failure to comply with these terms and conditions may cause revocation or termination of this permit and will jeopardize future use.
19. Applicants understand that alcohol is permitted only in conjunction with a facility reservation and approved alcohol permit. Once permit application is sent to Parks office it will be signed and returned to the applicant. Applicant will take signed form to City Hall to acquire alcohol permit and will be contacted by Brookhaven Police to arrange for officers to be present on-site at applicant's expense. Alcohol must be consumed in the reserved area (pavilion). State, County, and City laws on alcoholic beverages will prevail. No alcohol will be allowed within city facilities without approved alcohol permit and Brookhaven Police presence.
20. ONLY OFF DUTY BROOKHAVEN POLICE OFFICERS are utilized at events held at Cityparks and facilities. Brookhaven's Police Department will determine the specific security personnel needed and will arrange for their presence at the applicant's expense.
21. Rental applicants may not charge admission or ask for donations for entry into their rental space.
22. If upon review of this application it is determined your rental constitutes a special event, a special event application and associated fees may be required.
23. There is a required 2 hour minimum on all indoor room rentals.
24. Rentals are not booked more than 60 days in advance. Any application forms sent prior to 60 days before the desired rental date will not be accepted.
25. The applicant shall read, understand, and agree to all provisions set forth in this Agreement.