



# ***MACON-BIBB COUNTY***

## **PARK**

### **&**

## **RECREATION CENTER**

## **RENTAL POLICIES**

*If you are interested in renting a Macon-Bibb County park or recreation center, please read this entire policy.*

**478-751-9280**

**150 Willie Smokey Glover Drive  
Macon, Georgia 31201**



# 1. Macon-Bibb County Recreation Facilities

## **Bloomfield Park Community Center**

4115 Lions Place  
(478) 781-6000

## **East Macon Park Community Center**

3326 Ocmulgee East Boulevard  
(478) 751-9271

## **Frank Johnson Recreation Center**

2227 Mercer University Drive  
(478) 751-9274

## **Freedom Park Community Center**

3301 Roff Avenue  
(478) 751-9248

## **Memorial Park Community Center**

2465 Second Street  
(478) 751-9210

## **North Macon Park Community Center**

815 N. Macon Park Drive  
(478) 477-8526

## **Rosa Jackson Community Center**

1121 Maynard Street  
(478) 751-9169

## RECREATION FACILITY RENTAL FEES

**The following fees are for a 3-hour minimum / 6-hour max**

### **EVENTS DURING REGULAR OPEN HOURS**

#### **GENERAL USER – Not charging for the event**

|                          |                |
|--------------------------|----------------|
| Meeting Room             | \$ 30 per hour |
| Gymnasium & Meeting Room | \$ 75 per hour |

#### **PROFIT USER – Charging for the event**

|  |                                     |
|--|-------------------------------------|
| Meeting Room                               | \$ 60 per hour                      |
| Gymnasium & Meeting Room                   | \$150 per hour                      |
| Deposit                                    | \$200                               |
| Sheriff Deputy:<br>(# Determined by staff) | \$ 25 <u>per hour</u> /per employee |

### **EVENTS DURING CLOSED HOURS**

#### **GENERAL USER – Not charging for the event**

*Same fees as stated above, including:*  
Employee/Security Fees: \$ 25 per hour/per employee

#### **PROFIT USER – Charging for the event**

*Same fees as stated above, including:*  
Sheriff Deputy: \$ 25 per hour/per employee  
Employee/Security Fees: \$ 25 per hour/per employee

**Bounce House: \$50 fee per bounce and group must bring their own generator**

\* **NO FEE:** Under this permit, no rental group may have an event that charges a fee for entrance. Such requests must be made through a Special Event Permit Application and not through this park rental application. Please contact the Parks and Recreation Business Manager at 478-751-9280.

# 2. Macon-Bibb County Rental Parks

The Macon-Bibb County Parks and Recreation Department is pleased to be able to provide a variety of parks and facilities for rent. Each property offers a unique feel and flavor. From large community parks to small intimate neighborhood parks, the county's rental parks aim to offer an array of ambiances.

**BIBB COUNTY PARKS ARE OPEN ONLY FROM DAWN TO DUSK**

**THE FOLLOWING PARKS RENTAL FEE IS \$100 FOR AN 8-HOUR PERIOD\***

No rental group may charge a fee when renting one of the following pavilions.

## CENTRAL CITY PARK

Picnic Pavilion (#1, #2, #3)  
Recognized Open Space

Sarah Willis Park, 6010 Houston Road

## OTHER PARKS

Tattnall Square Park Pavilion, 1155 College St  
Dandy Park, 990 S. Ponce De Leon Circle  
Henry Burns Park, 3298 Ingleside Avenue  
Kings Park Pavilion, Kings Park Circle  
Lynmore Estates Park, 4056 Mead Road  
Mattie Jones Park, 1991 First Avenue  
Murphy Park, 2245 Ingleside Avenue

## RECREATION CENTER PARKS

Bloomfield Park Pavilion, 4115 Lions Place  
East Macon Park Pavilion, 3326 Ocmulgee East Blvd.  
Frank Johnson Park Pavilion, 2227 Mercer Univ. Dr.  
Freedom Park Pavilion, 3301 Roff Ave.  
Memorial Park Pavilion, 963 Long St.  
North Macon Park Pavilion, 889 Wimbish Rd.  
Rosa Jackson Park Pavilion, 1121 Maynard St.

Depending on the size of the event, on-site personnel may be required:  
Employee/Security Fees: \$ 25 per hour/per employee

# OTHER PARK RENTAL FEES

The following fees are for an 8-hour period\*

## CENTRAL CITY PARK

### GENERAL USER – Not charging for the event

|                               |                |
|-------------------------------|----------------|
| Building #11 (Round Building) | \$ 350 per day |
| Building #13 (Long Building)  | \$ 350 per day |
| Midway Area                   | \$ 500 per day |
| RV Hook-Up's                  | \$ 30 per day  |
| Deposit                       | \$ 200         |
| Key Deposit                   | \$ 100         |

### PROFIT USER – Charging for the event

|                               |                 |
|-------------------------------|-----------------|
| Building #11 (Round Building) | \$ 700 per day  |
| Building #13 (Long Building)  | \$ 700 per day  |
| Midway Area                   | \$1,000 per day |
| Deposit                       | \$ 500          |
| Key Deposit                   | \$ 100          |

\* The 8-hour period is considered a day. Park hours are from dawn to dusk.

Depending on the size of the event, on-site personnel may be required:  
Employee/Security Fees: \$ 25 per hour/per employee

# **3. Macon-Bibb County Rental Policies**

1. **All park hours are from dawn to dusk and MUST be vacated by dusk (DARK).**
2. **NO alcohol is allowed on any part of the grounds of Macon-Bibb County Parks and Recreation Properties, unless specifically permitted.**
3. **“No Parking” allowed on grass in any park, w/o exception. All cars must be legally parked in a parking lot or legally parked on the street.**

Events sponsored by the Macon-Bibb County Parks and Recreation Department will have first priority for use of any rental park or facility. Applications for park rental permits are processed in order of receipt of the fully completed application and full-payment. The requested area is then reserved pending review of the application. Failure to fully complete the application and pay the full-payment will result in NO reservation.

**PERMITS:** A permit is needed to have any type of function at a Macon-Bibb County park or recreation facility.

**PROCEDURES AND REQUIREMENTS:** To rent a space in a Macon-Bibb County Recreation Center or a recreation center pavilion, the event organizer must go to the appropriate recreation center. To rent a Macon-Bibb County park, the event organizer must go to the Recreation Department’s Administrative Offices at 150 Willie Smokey Glover Drive, Macon, Georgia 31201 (Central City Park – across from the Round Building). If the date is available, the organizer must fill out the Agreement completely and return it to the appropriate staff member, along with the required Payment.

**Note:** There will be **NO penciling in a date**. To reserve a date, the fee **MUST** be paid.

**Note:** **No reservation will be taken over the telephone.** All reservations **MUST** be completed in person.

**Reservations will be documented as first-come, first-serve.** The first group to complete the application and pay the fee will be rented the requested property.

**Rental applicants MUST be at least 21 years of age.**

**Process:**

- (1) Visit the rental space you want to rent.
- (2) Complete the application and immediately pay the necessary payment.
- (3) Failure to complete the application or make the payment immediately cancels the booking.

Unless noted, the established rates are for an eight (8) hour period, ending at DUSK, unless stated otherwise.

**DEADLINE:** Due to the need to schedule weekend employees, **there will be NO weekend rentals booked after 12:00 noon of the preceding Thursday.**

**NO WAIVING OF FEES:** Due to the maintenance costs of Macon-Bibb County rental properties, there will be no waiving or reducing of fees for any reason.

**PAYMENTS ARE NOT REFUNDABLE UPON CANCELLATION:** **Full payment** is required at the time the reservation of a Macon-Bibb County rental facility is made and is non-refundable upon cancellation of the event for whatever reason...including bad weather. **All payments are forfeited if the event is cancelled, regardless of the date of cancellation. The payment cannot be credited to a future date.**

**NO FEE:** UNDER THIS PERMIT, NO rental group may have an event that charges a fee for entrance. This would include events such as dances, festivals, fundraisers, food sales/cookouts, or any other event that charges a fee to its attendees. **SUCH REQUESTS MUST BE MADE THROUGH A SPECIAL EVENT PERMIT APPLICATION AND NOT THROUGH THIS PARK RENTAL PERMIT APPLICATION.** Please call

the Parks and Recreation Business Manager at 478-751-9280 for information on the Special Event Permit Application.

**TIME:** All renting parties must vacate Bibb County parks no later than dusk. It is suggested that functions end approximately 1 hour before dusk to allow time for vacating the premises. Unless specifically permitted, NO individuals and vehicles are allowed at Bibb County parks beyond dusk. **It is up to the event organizer to end their party on time.** Failure to leave the premises on time will result in the contacting of the Bibb County Sheriff's Office for the groups immediate dismissal.

**"AS-IS":** All Macon-Bibb County rental facilities are rented "as-is". No concessions or guarantees can be made in reference to any changes, special cleanings, or upgrades to the chosen rental property, or in how it will be prepared for any individual rental group. **It is MANDATORY that ALL rental parties should be aware of the condition of the rental facility** that they are renting, and the department staff members should not be expected to make any changes whatsoever.

**PERMITTED AREA:** Renting a Macon-Bibb County park pavilion or any other facility permits the rental group to only rent the permitted structure or location requested through this permit. Any area outside the immediate perimeter of the rental area, including the surrounding grounds and playgrounds, are not included in the rental and will continue to be open to the public.

**VEHICLES IN THE PARK:** **No vehicles of any kind are allowed on the grass or within a parks perimeter. Vehicles MUST be parked in designated parking areas.** Tickets will be given without warning.

**RV HOOK-UPS:** RV's with a paid hook-up rental in Central City Park are exempt from the dawn to dusk restriction. There is a limit of no more than seven (7) consecutive nights allowed for an RV hook-up.

**MAXIMUM NUMBER OF PEOPLE:** Due to Fire Codes and facility space, the maximum number of people allowed per event varies per rental facility. It is important to find out what that number is for the facility that you are renting. Even outdoor rental pavilions have a maximum occupancy. There are no exceptions.

**PERSONNEL/SECURITY:** Depending on the estimated size of the event, as evaluated by the department staff, on-site personnel may be required. If offered by the renting party, staff member(s) shall be allowed to partake of food and non-alcoholic drink during a rental function. **The staff member(s) WILL NOT be expected to be utilized as set-up, wait staff, and/or cleanup workers.**

**TENTS:** Other than small 10' x 10' tents located immediately along the perimeter of the rental property, rental groups are not permitted to set-up large tents and/or take ownership of any property outside the rented location. Also see "Permitted Area" above.

**CHAIRS AND TABLES:** Macon-Bibb County does not rent-out tables and chairs for outside events. Since rental properties include limited or no chairs and tables, rental groups may bring their own rental chairs and tables to Macon-Bibb County properties.

**CLEANUP:** The event organizer is responsible for all **clean-up inside and outside of the chosen location (including all perimeters).** Cleanup must be completed before ending the event and will be included within the rental period. Should there be additional clean-up remaining after the rental group vacates the property, the renting party will be charged an **additional cleaning fee, following the event,** as well as the refusal of future rentals booked by the same event organizer and/or rental group.

**SET-UP / BREAKDOWN:** All renting parties **are responsible** for the **set-up and breakdown of their own tables, chairs, or any other amenities involved with their event.**

**RESTROOMS:** All park restrooms will be closed immediately following the end of the paid rental. Restrooms will NOT be left open longer than the event's rental time.

**DECORATIONS:** Please refer decorating questions to the Macon-Bibb County Recreation Staff. **Glitter, confetti and rice are not permitted. No decorations may be taped or nailed to the interior or exterior walls and ceilings of any rental facility, as it ruins the paint and trim.** NO SIGNS for the rental group may be posted anywhere in Macon-Bibb County parks other than at the rented location. (i.e. No signs are permitted throughout a park directing guests to one rental).

**ALCOHOL/DRUGS:** Drugs are not permitted in or around Macon-Bibb County parks and properties whatsoever. **UNLESS SPECIFICALLY PERMITTED BY THE MAYOR OF THE MACON-BIBB COUNTY GOVERNMENT, THERE WILL BE NO ALCOHOLIC BEVERAGES ALLOWED ANYWHERE IN MACON-BIBB COUNTY PARKS.** If permitted, all alcohol sales and distribution MUST be in compliance with Part 2, Chapter 3 Alcoholic Beverages, of the Bibb County Code of Ordinances.

**NO ELECTRICITY OR LIGHTS:** Unless specifically permitted, Macon-Bibb County park hours are dawn to dusk. Because of this, there is no lighting available within rental pavilions. In addition, there is **"No Electricity"** available at any of the outside rental facilities. Rental groups are responsible for bringing their own generator or battery operated devices.

**NO GRILLS:** Outside grills are not available at most rental properties. Rental groups are permitted to bring their own grills to the chosen rental property. Any ashes produced must be removed by the rental group and not dumped on location.

**MUSIC:** **DISC JOCKEY (DJ) SYSTEMS ARE NOT PERMITTED IN MACON-BIBB COUNTY PARKS.** Only limited music is allowed. **The event organizer is responsible for keeping the music volume at a reasonably low level.** Any department staff present at the event is directed to inform the event organizer when the volume should be adjusted. **EVENT ORGANIZERS MUST BE AWARE THAT OTHER GROUPS MAY BE RENTING NEARBY AND THEY SHOULD BE RESPECTFUL OF THE OTHER GROUPS IN REFERENCE TO NOISE AND MUSIC.**

**ANIMALS:** Unless specifically permitted, **no animal shows or activities** are allowed to be in or around Macon-Bibb County rental facilities. All rental groups and attendees must additionally comply with the Bibb County Animal Ordinance.

**BOUNCE HOUSES/WATER SLIDES and DUNKING BOOTHS:** Unless specifically permitted, **"Water Slide or Dunking Booth" is NOT permitted** on Macon-Bibb County Parks Property. If a group wants to bring a **Bounce House** to a rental property, **they MUST pay an additional \$50 fee per bounce house and MUST bring their own generator to inflate the bounce house.**

**CAR WASH:** Do to the cost of water; **no car washes are permitted** in Macon-Bibb County Parks.

**FIREWORKS:** Unless specifically permitted, **no rental groups are allowed to utilize fireworks** or any other type of explosive in Macon-Bibb County Parks.

**NO OPEN FIRES:** Unless specifically permitted, no rental groups are allowed to build an open fire in Macon-Bibb County Parks.

**NO HUNTING:** Hunting, trapping or otherwise pursuing or catching any wildlife within a Macon-Bibb County Park is strictly prohibited.

**BEVERAGES:** No bottles are permitted in Macon-Bibb County parks. Beverages should be served in paper or plastic cups.

**GUEST'S BEHAVIOR:** All guest's behavior is to be monitored by the event organizer. It will be the responsibility of the event organizer to control the behavior of all of their guests, especially unmannered children.

**DAMAGE AND/OR THEFT:** Should there be any damage to any Macon-Bibb County park, rental pavilion, recreation center, or other facility, or should a theft of Macon-Bibb County property occur, the event organizer will be responsible for the additional costs – **following the event.**

**THEFT:** The Macon-Bibb County Parks and Recreation Department, and its staff, will be held harmless and shall not be responsible should any item of the event organizer and/or their function be stolen or misplaced.

**RENTAL RESTRICTION:** Unless specifically permitted, to maintain the “Special Event” quality of Macon-Bibb County rental facilities, no person or group is permitted to rent the facilities more than one time during a **90-day period.**

**GENERAL LIABILITY:** The event organizer is completely responsible for all damage, theft, physical harm, and incidences that cause public complaint and/or Macon-Bibb County Sheriff notification. It is the responsibility of the event organizer to control the behavior of their guests.

**IMPORTANT NOTICE:** It is important to remember that the rental facilities belong to Citizens of Macon-Bibb County. Each facility should be respected. Everyone attending events that take place in our parks and recreation centers should enjoy the atmosphere and respect the property. **The Macon-Bibb County Parks and Recreation Department reserves the right to reject a rental party for any reason, and any circumstances, whatsoever.**

**NO RETURN:** Any rental group violating these policies, or engaged in behavior that is inappropriate, or the behavior of the group’s guests is inappropriate (i.e. fighting, bad language, use of weapons, the need for Sheriff Dept. intervention, etc...), will NOT be allowed to rent a Macon-Bibb County park or facility again.

**EQUAL OPPORTUNITY:** The event organizer assures that no person shall, on the grounds of race creed, color, national origin, or sex be excluded from participating in any activity for which the Macon-Bibb County parks are used.

**INDEMNIFICATION:** Renter shall, during the term of this agreement, fully protect, indemnify and hold Macon-Bibb County harmless from any and all claims, demands, actions, suits, judgments, liabilities, losses, costs and expenses (including reasonable attorneys’ fees and expenses) of every kind and character arising, or alleged to arise, out of or in connection with any injury to, or the death of, any person or any damage to or loss of any property in any manner growing out of or connected with, or alleged to grow out of or to be connected with, any act, omission, event, condition or casualty in connection with the business or profession conducted on the premises or the use or occupancy of the premises by Renter, their employees, agents, licensees or invitees, or causes by or resulting from, or alleged to be caused by or to result from, the negligence of other conduct of Renter, their employees, agents, licensees or invitees.

**DEVIATIONS:** Any deviation from these policies and procedures MUST be approved by the Macon-Bibb County Commissioners.

**GENERAL PROVISIONS:**

- Captions: The captions or titles to the various sections of this agreement are for convenience and ease of reference only and do not define, limit, augment or describe the scope, content or intent of this agreement or of any parts thereof.
- Joint and Several Obligations: If Renter consists of more than one person or entity, the obligation of all such persons is joint and several.
- Situs: The agreement shall be constructed and interpreted according to the laws of the State of Georgia.
- In witness whereof, the parties have executed this Agreement, as evidence of their agreement to the information set out therein.

# 4. Macon-Bibb County Rental Usage Permit



Date of Event: \_\_\_\_\_ 2015/2016, Time of Event \_\_\_\_\_ to \_\_\_\_\_

Rental Park/location: \_\_\_\_\_

Type of Event (Birthday, Wedding, Meeting, etc.): \_\_\_\_\_

Contact Person's Name: \_\_\_\_\_

Name of Party or Organization (if applicable): \_\_\_\_\_

Phone Number: Home: \_\_\_\_\_

Cell: \_\_\_\_\_

Any Additional #'s: \_\_\_\_\_

Email Address \_\_\_\_\_

Address: \_\_\_\_\_

Number of People Attending Event: \_\_\_\_\_

**NO ALCOHOLIC BEVERAGES ALLOWED!  
NO PARKING ON GRASS OR IN PARK!**

I, THE UNDERSIGNED, HAVE READ, UNDERSTAND, AND WILL ABIDE BY EVERYTHING IN THIS MACON-BIBB COUNTY PARK RENTAL AGREEMENT POLICY.

Renter Signature \_\_\_\_\_ Date \_\_\_\_\_

Macon-Bibb County Staff \_\_\_\_\_ Date \_\_\_\_\_

\* Paid \_\_\_\_\_  
(Amount) (Date) (Receipt #)

\* Paid fee is non-refundable and forfeited at the time of cancellation. Payments cannot be forwarded to another date.

**Macon-Bibb Parks & Rec. - 478-751-9280**  
150 Willie Smokey Glover Drive, Macon, Georgia 31201



# 5. Macon-Bibb County Usage Agreement

- ✓ \_\_\_\_\_ (initial) This agreement, made the \_\_\_\_\_ day of \_\_\_\_\_, **2015**/2016, by and between the Macon-Bibb County Parks and Recreation Department, and \_\_\_\_\_ (Renter).
- ✓ \_\_\_\_\_ (initial) Premises: Macon-Bibb County leases to Renter and Renter leases from Macon-Bibb County \_\_\_\_\_ (park/facility).
- ✓ \_\_\_\_\_ (initial) Term: The hours of rental are from \_\_\_\_\_ o'clock \_\_\_\_\_ .m. until \_\_\_\_\_ o'clock \_\_\_\_\_ .m. on \_\_\_\_\_ (Date).
- ✓ \_\_\_\_\_ (initial) Rental Rate: Renter shall pay the rental sum of \$\_\_\_\_\_.
- ✓ \_\_\_\_\_ (initial) Payment: Renter shall pay the full non-refundable payment of the rental fee at the time of the reservation. In the event the Renter cancels the event, **there is no refund or return of any paid fees whatsoever...including for bad weather.** Renter also understands that rental payments CANNOT be forwarded to another date.
- ✓ \_\_\_\_\_ (initial) **Leases and Assignments:** Renter SHALL NOT have the right to assign this agreement to any other person or entity.
- ✓ \_\_\_\_\_ (initial) **No Vehicles Allowed in Park:** I understand that "**No Vehicles**" are allowed in the park or on the Grass and must be legally parked in a designated parking lot or on the street.
- ✓ \_\_\_\_\_ (initial) Rules and Regulations: I understand that the rules and regulations attached hereto as exhibits "1", "2", and "3" shall be incorporated into and made a part of this agreement.
- ✓ \_\_\_\_\_ (initial) **"AS-IS":** All Macon-Bibb County rental facilities are rented "as-is". No concessions or guarantees have been made in reference to any changes, special cleanings, or upgrades to the chosen rental property.
- ✓ \_\_\_\_\_ (initial) I understand that there are "**No lights and/or Electricity**" available at the rental facilities.
- ✓ \_\_\_\_\_ (initial) I understand that **no disc jockey** (DJ) systems are permitted at the rental facilities.
- ✓ \_\_\_\_\_ (initial) I understand that I must **rent my own tables and chairs.**
- ✓ \_\_\_\_\_ (initial) **No decorations may be taped or nailed** to the interior or exterior walls and ceilings of any rental facility.
- ✓ \_\_\_\_\_ (initial) **No animal shows or activities** are allowed to be in or around any rental facility.
- ✓ \_\_\_\_\_ (initial) I understand that "**No Water Slides or Dunking Booths**" are allowed...and that to bring in a **"Bounce House I MUST pay an additional \$50 and bring my own generator.**
- ✓ \_\_\_\_\_ (initial) Understanding: I understand that through this Park Rental Contract I may NOT charge a fee to enter the park/facility of which I am renting (No dances, festivals, fundraisers, food sales/cook-outs, etc...). Such requests must be made through a Special Event Permit Application and not through this park rental application. I understand that I need to contact the Parks and Recreation Business Manager for a Special Event Permit.

- ✓ \_\_\_\_\_ (initial) I understand that my rental **group must leave all rental properties by dusk** and our clean-up will be done before dusk (**DARK**).
- ✓ \_\_\_\_\_ (initial) Indemnification: Renter shall, during the term of this agreement, fully protect, indemnify and hold Macon-Bibb County harmless from any and all claims, demands, actions, suits, judgments, liabilities, losses, costs and expenses (including reasonable attorneys' fees and expenses) of every kind and character arising, or alleged to arise, out of or in connection with any injury to, or the death of, any person or any damage to or loss of any property in any manner growing out of or connected with, or alleged to grow out of or to be connected with, any act, omission, event, condition or casualty in connection with the business or profession conducted on the premises or the use or occupancy of the premises by Renter, their employees, agents, licensees or invitees, or causes by or resulting from, or alleged to be caused by or to result from, the negligence of other conduct of Renter, their employees, agents, licensees or invitees.

**I, THE UNDERSIGNED, HAVE READ, UNDERSTAND, AND AGREE TO EVERYTHING IN THIS RENTAL AGREEMENT POLICY.**

**RENTER'S NAME (PRINT)** \_\_\_\_\_

**RENTER'S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

***Macon-Bibb Parks & Rec. - 478-751-9280***  
***150 Willie Smokey Glover Drive, Macon, Georgia 31201***



*Established 10/16/2012*  
*Revised 4/21/2014*