

**MOULTRIE-COLQUITT COUNTY
PARKS & RECREATION AUTHORITY
1020 4TH Street SW/ P.O. Box 1749 (31776)
Moultrie, GA 31768
229-668-0028**

Facility Requested: _____

Renter: _____

Contact's name if not renter: _____

Mailing Address: _____

City, State and Zip Code: _____

Phone contact: Home _____ Cell _____ Work _____

Date Reserved: _____ # Attending _____

Hours Reserved: (11:00 pm curfew) Begins _____ ; (Departure Time) _____

Purpose of Event: _____

Event includes: Meal (Y / N); Refreshments (Y / N); Dancing (Y / N)

RECREATION AUTHORITY RENTAL CONTACT # FOR INFO OR CANCELLATION: 229-668-0028

Fee Schedule:

_____ **NON-COMMERCIAL RATE:** \$35 per hr (x) ___ hrs (3 hr. min)
_____ **COMMERCIAL RATE:** \$70 per hr (x) ___ hrs (3 hr min)
_____ **CITY HOLIDAY RENTAL:** \$70 per hr (x) ___ hrs (3 hr min)
_____ **GYM RENTAL RATE:** 1) \$75 per hr (x) ___ hrs (3 hr min) plus \$15 per hr for supervisor
Or 2) \$300 per day ___ days plus \$15 per hr for supervisor
\$100 **Deposit (due at the time of reservation to secure rental date)**
_____ **Total Fees (due in full no later than 5 days prior to the rental date or reservation will be cancelled)**
_____ **Deposit paid on:** _____ **Staff initial** _____
_____ **Remaining fees paid on:** _____ **Staff initial** _____
_____ **Fees may be paid by cash or check. Checks will be deposited the day of receipt.**
_____ **Please make checks payable to MCCPRA. This contract is not valid unless signed by MCCPRA Staff.**

Renter prefers to pick up refund check instead of receiving by mail. Renter initial _____

*Allow ten (10) working days AFTER THE RENTAL DATE for refunds to be processed, mailed, and/or be available for pick up by the renter (if checked above) at the Recreation Office.

Renter Rules and Regulations:

_____ 1. **Commercial events** are only allowed if approved by the Recreation Director as being youth or family oriented. Events are considered commercial if tickets are sold on or off premises for the event or where admission fees, product orders, purchases, donations or memberships are solicited.

_____ 2. **Commercial events will not be allowed** unless adequate security is supplied by the renter. Depending on the event, adequate security shall be defined as one or more mature adults experienced in crowd control on the inside of the facility and two uniformed Police Officers with arrest powers on the outside. Renter is responsible for paying all security and keeping security on the premises from the opening of the event until the crowd has dispersed after the event. Names

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of security persons and Police Officers scheduled to work must be submitted to the Recreation Authority prior to the rental event for approval.

- _____ 3. No smoking is allowed in the facility.
- _____ 4. No alcohol is allowed on the premises.
- _____ 5. No person under influence of illegal drugs or alcohol is allowed on premises.
- _____ 6. No profanity or vulgar language in person or prerecorded is allowed.
- _____ 7. Rental facility shall not be used for any unlawful or immoral purposes.
- _____ 8. Renter is responsible for providing adequate chaperones, any decorations, all clean up, timely departure of all persons and equipment from the facility by the departure time, & any repair costs for damages caused from the rental.
- _____ 9. Youth Center game equipment is not available for party use.
- _____ 10. No hanging of decorations, signs, or other items unless done with Rec. staff supervision. No scotch, duct, or packaging tape allowed. Masking tape may be used if pre-approved and removed after rental.
- _____ 11. Maximum occupancy for facility rentals is 100 persons.
- _____ 12. Recreation Authority staff will be on premises and have control of facility use at all events. Failure to obey the staff person or rules of this contract during use of the facility could result in event cancellation, banishment, or legal action.
- _____ 13. Moultrie-Colquitt County Parks and Recreation Authority reserves the right to terminate this contract for good cause including failure to comply with terms of this agreement.
- _____ 14. Renters will have access to the building for decorating, food drop off, etc. **ONLY DURING THE HOURS RESERVED.**
- _____ 15. All patrons must vacate the building with any supplies, equipment, trash, or materials not belonging to the Recreation Authority within the Hours Reserved. Failure to comply with this deadline will result in \$1 per minute being deducted from the Deposit for every minute after the rental time up to one hour. One hour after the scheduled departure time the facility will be locked and the premises vacated. The renter then may be charged for the costs of removal or storage of any equipment and supplies that remain. The Moultrie-Colquitt County Parks and Recreation Authority is not responsible for any property, equipment, or supplies left on premises.

Penalties:

- **Scheduling fee of \$35 will be charged if the renter cancels the event and notifies the Recreation Authority at least 24 hours in advance. The fee will be deducted from your deposit and not refunded.**
- **Full deposit of \$100 will be charged if the renter cancels the event and fails to notify the Recreation Authority at least 24 hours in advance of the rental date. It will be deducted from your fees and not refunded.**
- **Full deposit of \$100 may be used by Recreation Authority as needed to pay for any staff or contracted expenses resulting from the renter failing to meet their obligations included in the attached Rental Rules and Regulations. These expenses include but may not be limited to facility cleanup, late departure, or removal of supplies or equipment left by the renter after the rental.**
- **If checks are returned due to insufficient funds, renter will be charged \$35 per returned check.**

The Renter hereby covenants and agrees to exonerate, save harmless, protect and indemnify the Moultrie-Colquitt County Parks and Recreation Authority and all its employees, representatives and agents thereof, from any and all losses, damages, claims, suits, or actions, judgments and cost which may arise out of any injury to or death of any person, persons, or damage to property in any manner connected with use of said premises by the Renter. Renter hereby agrees to the terms of this agreement including the forfeit of any and all deposits, and if necessary, will pay any additional costs not covered by deposits for facility damage, etc. as outlined in this agreement.

Renter's Signature: _____ Date: _____

Recreation Staff/Agent: _____ Date: _____