

SPALDING COUNTY PARK FACILITY LEASE POLICY

(Revised 8/22/19)

Spalding County Park facilities are available for lease by organizations and nonprofits for events when the facility is not reserved for recreation programming or events. Priority for reserved use is given to the Athletic Association which has the current program and facility use contract with Spalding County. All requests are subject to management approval.

Baseball, Softball, Soccer and Football Fields

- Field lease fee \$175 per field, per calendar date (between the hours of 7:00am to 11:59pm)
- Security Deposit 1-2 fields leased = \$250; 3 or more fields leased per park = \$500.
- Cost of usable materials i.e.: Plus 5, Diamond Dry, Paint etc. (Billed for after usage)

Pickleball Courts

- 6 or fewer courts: \$250/day and \$200 Security Deposit
- 12 courts: \$500/day and \$400 Security Deposit
- 18 courts: \$750/day and \$600 Security Deposit

Disc Golf Course - Note courses will remain open to the public.

- Tyus Park 18 Hole. Event registration \$125.
- Dundee Lake 18 Hole. Event registration \$125
- Orchard Hill 9 Hole - Event registration \$75; Orchard Hill 18 Hole (9 played 2X) - \$125.

The Grind Skate Park

- Half Day event (up to 5 hours) \$125
- Event more than 5 hours \$200.
- \$250 Security Deposit

Gymnasium

- \$75 per hour and \$250 Security Deposit. Only available for rental after regular gymnasium hours. Two hours minimum rental required.

Walk Trail

- \$125 per event. Please note that walk trails do not close to the public.

Staffing Fees

It is within the discretion of Spalding County Parks, Public Grounds and Leisure Services to require a county employee to work at the event based on the specific skill needed related to safety and facility maintenance, i.e.: Parks Maintenance, Security, Recreation Leader etc. Parks Maintenance Staff may be required for field maintenance and operation of lights.

- Lessee will incur the cost of all required staffing at their current rate of pay to be paid three business days prior to event and based on event plan timeline.
 - Security Officer: \$30/hr (Lessee must be prepared to pay officer on site.)
 - Parks Maintenance: \$32/hr
 - Recreation Leader: \$15/hr

Lease Information

- Full payment of Facility Fee, plus Security Deposit is required in advance at the time of reservation.
- Lease requests will not be accepted more than 6 months prior to beginning date of lease.

- Multiple event leases at any one facility must be approved by the department head.
- Subleasing is strictly prohibited.

Refunds / Cancellation

After the event the refund of deposit (by county check), less allowable deductions, is processed within 30 days of completed event. Facility lease fee is refundable up to 48 hours prior to date of event.

*If event is cancelled within 14 days of the event date, the Security Deposit is **not** refunded.

Concessions

Concession buildings may not be available for use on the reserved date. Outside vending may be required.

Event Insurance

Lessee is required to provide a Certificate of Liability Insurance for the event with minimum limits of coverage of \$1,000,000 Combined Single Limit for Bodily Injury and Property Damage for each occurrence.

***The Certificate issued must show "Spalding County" 119 E Solomon St. Griffin, GA 30223 as Certificate Holder.**

Facility Care and Clean-up

*Lessee is responsible for complete facility cleanup including disposal of all trash in the appropriate trash dumpster. Failure to do so will result in forfeit of Security Deposit. Additional fees may be assessed if Parks Staff determine that damage to facility incurred during the event.

Attendee Conduct

The Lessee is responsible for the conduct of all players, spectators and guests. All posted park rules apply. The use of profanity, disorderly conduct including scuffling, fighting and rowdy behavior is prohibited.

Safety

***ANY PROPOSED ALTERATIONS TO FIELD OR COURSE CONFIGURATIONS MUST BE PRESENTED WITH APPLICATION AND RECEIVE PRIOR APPROVAL FROM PARKS AND LEISURE SERVICES.**

Spalding County Parks, Public Grounds and Leisure Services Department reserves the right to cancel or suspend any event during severe weather or if safety or property damage is a concern.

Advertising

Event advertising is the responsibility of the Lessee. Lessee does not have expressed permission to use the county agency name of Spalding County Parks, Public Grounds and Leisure Services or Spalding County, or the name of the contracted Athletic Association or any likeness which is affiliated with the property in event advertising.

Event Approval

Application approval will be considered on a first come basis. Please allow 7-10 days for application review. It is within the discretion of Spalding County Parks, Public Grounds and Leisure Services to approve or disapprove facility lease requests.

Non-Profit Organizations

Non-Profit Organizations are required to submit a copy of their 501(c)3 Non-Profit Tax Determination Letter with their application.

PARK FACILITY RULES

- TYUS PARK: **No wading or swimming** in lake per Spalding County Code Section #11-2008.
- TYUS PARK: **No fishing** is allowed per Spalding County Ordinance Code Section 11-2009 and Code Section 11-2010 Article C.
- Renters must abide by capacity limitations and the specific time reserved.
- Rentals are not transferable to any other party and subleasing is prohibited.
- **Renter must be on site** during rental and is responsible for the actions of their guests.
- Renter is responsible for **clean up** and for any damages incurred during their rental.
- Any infringement of facility rules could result in immediate removal from the property with no refund for unused time. Spalding County reserves the right to decline a request for rental and/or to cease the continuation of any activity that is deemed unsafe or inappropriate that may not otherwise be covered in rental guidelines.
- Spalding County is not responsible for accidents or injuries occurring on the premises.
- **Usage of any/all tobacco products is not permitted.**
- **Usage of alcohol** without permit is prohibited. Usage of controlled substances is not permitted.
- **Hunting** is prohibited.
- **Golfing** is prohibited.
- **The use of firearms, fireworks and explosives of all types are prohibited.**
- Vehicles are permitted only in designated parking spaces. No parking on the grass or dirt.
- No motorized vehicles of any kind are permitted off road in any park.
- Unauthorized vehicles left in the park at closing will be towed at the owner's expense.
- **No outside cookers** permitted including but not limited to: smokers, fryers, portable grills, towed grills etc. without authorization. If grilling please use the onsite grill. Charcoal is not provided.
- Absolutely **no dumping** of grease and hot coals on site.
- When using the **charcoal grill** on site please leave the coals in the grill to burn out. Park staff will remove the charcoal after rental. Caution, grill may still be hot from previous rental.
- All **trash** must be placed in trash containers or taken to onsite dumpster.
- Please be aware that other parts of the **parks are open** and available for use by the public.
- Spalding County's **Solicitation** Ordinance and Vending Policies apply.
- The use of **amplified music** or public-address systems is prohibited unless approved by permit.
- **Inflatables** (bounce houses)" are permitted only under the following guidelines: 1) Renter assumes full responsibility; 2) Only non-water inflatables permitted; 3) The inflatable can only come from an Insured Company that sets it up on location; 4) The company must provide a generator to power the inflatable; 5) An additional fee will be added to rental for ground maintenance (\$50.00 for half-day, \$75.00 for full day); 6) Inflatable must be set up on level grass area and not on concrete for safety reasons.
- **Animals in the park** must be on a leash six (6) feet in length or less; unless otherwise posted. Animals may not be within fifty (50) feet of concession or seating areas during and thirty (30) minutes prior or after a sporting event. This provision does not apply to service animals. Domesticated animals cannot be within twenty (20) feet of the boundary of athletic fields during and thirty (30) minutes prior and after a sporting event. This provision does not apply to service animals. Spalding County Code Section 12-1005.
- Renter agrees that if any difficulty occurs with non-renters they will call the Sheriff's Department at 770-229-9911.

SPALDING COUNTY PARK FACILITY LEASE APPLICATION

Event date _____
Deposit Paid _____ Lease Paid _____
CivicRec _____ Outlook _____
Deposit Refunded _____

(Please Print)

Organization name / Renter: _____

Contact person: _____

Address: _____

Phone: (W) _____ (C) _____

E-Mail: _____

Non-Profit Organization No Yes (Copy of 501(c)3 Tax Determination Letter Required)

Website: _____

Social Media: _____

Event date: _____ Event time: _____ Arrival time: _____ Departure time: _____

Park requested: _____ Facility requested _____

Event type: _____

Purpose of event: _____

Outline event in detail: _____

ANY COURSE OR FIELD ALTERATIONS? YES NO

DESCRIBE _____

_____ How many participants are expected: _____

It is expressly agreed and understood that the Lessee releases Spalding County, its agents and employees, from any and all damage or injury to persons or property arising out of the performance of this agreement and that the Lessee shall indemnify and hold harmless Spalding County against all damages, liabilities, expenses, and losses incurred by county as a result of the Lessee's performance of this agreement. I have read and understand the rules regarding facility usage and verify to the best of my knowledge that all information on this contract is correct. The Lessee acknowledges that the relationship between the parties is not that of a landlord and tenant as contemplated under Georgia law. By signing below, I, the Lessee, acknowledge that I am authorized to sign this agreement for the applying organization.

Head of Organization Name: _____

Phone: (W) _____ (C) _____

E-mail: _____

Address: _____

Signature: _____ Date: _____

FEES AND DOCUMENTS

Deposit and Facility Fee are due at the time of reservation. Cash, debit, credit and money order accepted.

_____ Ball Field Fee \$175 each X _____ (number of fields) X _____ (number of days) = \$ _____
Fields reserved: Location _____ Field Numbers: _____
_____ Ball Field Damage Deposit ☐ \$250 (1-2 fields reserved) ☐ \$500 (3 or more fields reserved)
_____ Walking Trail \$125
_____ Disc Golf Course Fee \$125
_____ The Grind Skate Park ☐ Up to 5 hours \$125 ☐ More than 5 hours \$200
_____ The Grind Skate Park Deposit \$250
_____ Pickleball Courts # _____ 6 courts or fewer - \$250/day 12 courts - \$500/day 18 courts - \$750
_____ Pickleball Courts Damage Deposit: 6 Courts - \$250 12 Courts - \$400 18 Courts - \$600
_____ Staffing Required: Parks Maintenance \$32/hr X _____ hours worked = \$ _____
Recreation Leader \$15/hr X _____ hours worked = \$ _____
Security \$30/hr X _____ hours worked = \$ _____ (to officer)
****Event Host must make arrangements to pay officer at event**
_____ **Total to Spalding County =** _____

- ☐ Tax Determination letter of the organization's 501(C)3 attached
☐ Insurance Certificate, **Certificate Holder: Spalding County 119 East Solomon St. Griffin, GA 30224**

_____ Materials used during lease: Plus 5: # of bags used _____ at \$ _____ = \$ _____
Diamond Dry # of bags used _____ at \$ _____ = \$ _____
Field paint # of cans used _____ at \$ _____ = \$ _____
Other _____ Amount used _____ at \$ _____ = \$ _____
ADDITIONAL MATERIALS COST DUE \$ _____

FOR OFFICE USE ONLY

Date received request: _____ Approved by: _____
Fees paid at reservation: _____ Deposit refunded: _____
Park facility reserved: _____
Staff scheduled: _____
Attached Course/Field alterations approved by: _____
Notes: _____

Staff signatures: _____ Date: _____

SPORTS FIELDS

WYOMIA TYUS OLYMPIC PARK BASEBALL & PICKLEBALL

1301 Cowan Road, Griffin GA

TYUS FIELD #1 - Baseball Field 6ft 6in Pitching 75ft, 80ft, 90ft Bases 300ft Distance 6ft Fence

TYUS FIELD #2 - Baseball Field 50ft Pitching 60ft or 70ft Bases 225ft Distance 6ft Fence

TYUS FIELD #3 - Baseball Field 46ft Pitching 60ft, 65ft, 70ft Bases 225ft Distance 6ft Fence

TYUS FIELD #4 - Baseball Field 46ft Pitching 50ft, 60ft and 65ft Bases 200ft Distance 6ft Fence

TYUS FIELD #5 - Baseball Field 46ft Pitching 50ft, 60ft and 65ft Bases 200ft Distance 6ft Fence



WYOMIA TYUS SOCCER

1301 Cowan Road, Griffin GA

TYUS FIELD #1 - Field size suitable for U19

TYUS FIELD #2 - Field size suitable for U19

TYUS FIELD #3 - Field size suitable for U14

TYUS FIELD #4 - Field size suitable for U14

TYUS FIELD #5 - Field size suitable for U10

TYUS FIELD #6 - Field size suitable for U10

TYUS FIELD #7 - Field size suitable for U12



VOLUNTEER PARK SOFTBALL & FOOTBALL

1410 Varsity Road, Griffin GA

SOFTBALL FIELD #1 - 40ft Pitching 60ft Bases 232ft Distance 8ft Fences

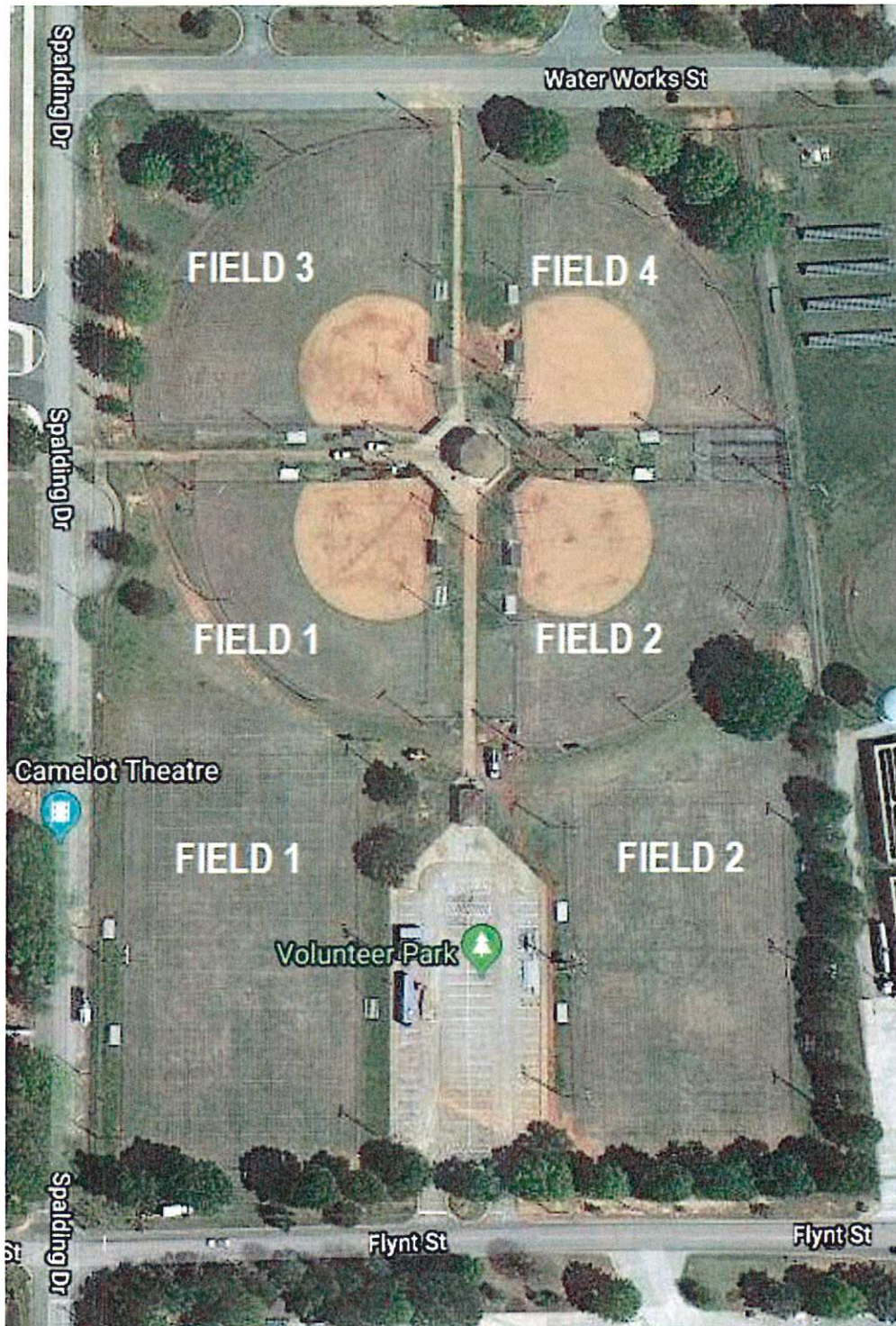
SOFTBALL FIELD #2 - 35ft and 43ft Pitching 60ft Bases 181ft Distance 6ft Fence

SOFTBALL FIELD #3 - 40ft and 43ft Pitching 60ft Bases 181ft Distance 6ft Fence

SOFTBALL FIELD #4 - 35ft, 40ft and 43 ft Pitching 50ft and 60ft Bases 182ft Distance 6ft Fence

FOOTBALL FIELD #1 - 100 Yard field plus endzone

FOOTBALL FIELD #2 - 80 Yard field plus endzone



AMBUCS BASEBALL

1110 Highfalls Road, Griffin GA

AMBUCS FIELD #1 - Baseball Field 40ft Pitching 50ft, 60ft Bases 174ft Distance 6ft Fence

AMBUCS FIELD #2 - Baseball Field 46ft Pitching 60ft and 65ft Bases 194ft Distance 6ft Fence

AMBUCS FIELD #3 - Baseball Field 46ft Pitching 60ft, 65ft and 70ft Bases 195ft Distance 6ft Fence

AMBUCS FIELD #4 - Baseball Field 50ft Pitching 60ft, 70ft Bases 200ft Distance 6ft Fence

AMBUCS FIELD #5 - Baseball Field 40ft Pitching 50ft, 55ft Bases 126ft Distance 6ft Fence

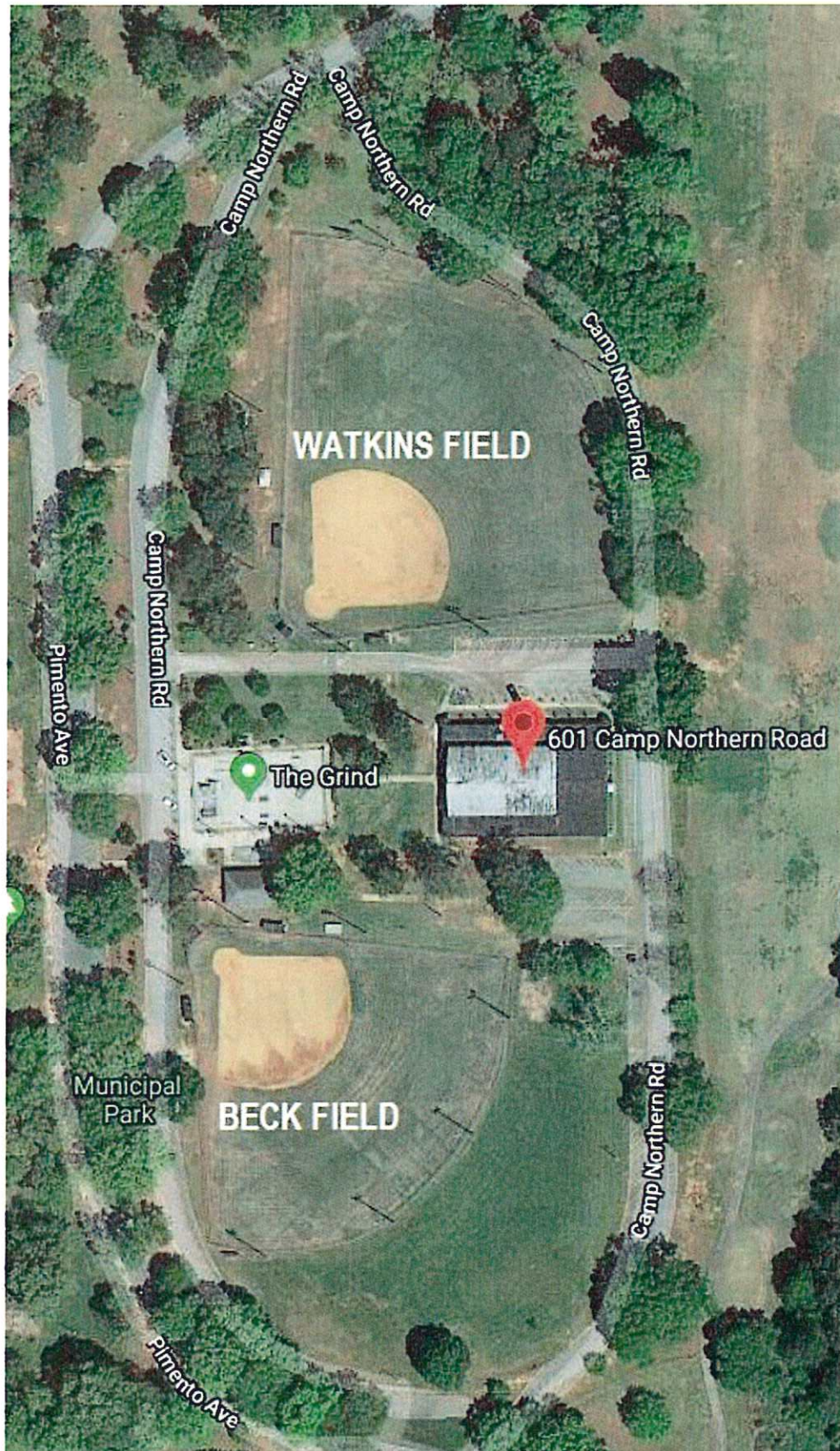


CITY PARK SOFTBALL

601 Camp Northern Road, Griffin GA

WATKINS FIELD - Softball Field 50ft pitching 70ft Bases 332ft distance 10ft fences

BECK FIELD - Softball Field 50ft pitching 70ft bases 261 Distance 8ft fences



DUNDEE BALL PARK SOFTBALL

910 Quilly Street, Griffin GA

FIELD #1 - 50ft Pitching 70ft Bases 275ft Distance 8ft Fence

FIELD #2 - 50ft Pitching 70ft Bases 290ft Distance 8ft Fence

