

WHITFIELD COUNTY RECREATION DEPARTMENT
ATHLETIC FACILITY RENTAL POLICY AND GUIDELINES

The following policies and guidelines have been adopted by the Whitfield County Recreation Department to govern the users that rent athletic facilities owned by the county. General day-to-day informal use by the public is not scheduled or reserved; therefore rental policies do not apply.



The following items **MUST BE SUBMITTED** to Whitfield County Recreation Department, 136 Gillespie St., GA 30721, **AND APPROVED** before Whitfield County athletic fields can be reserved for scheduled use:

1. Field Use Request
2. Proof of non-profit status, if applicable
3. Proof of insurance
4. Field Use Agreement
5. List of organization's officers and/or board members, if applicable
6. Payment of fees

All completed applications will be reviewed and requests will be approved according to the established priorities and time of request.

GENERAL POLICY

1. The primary use of county recreation areas and facilities are for public recreation activities.
2. County Recreation Department and school district sponsored activities have priority use of the facilities. Facility use permits may be canceled by the Recreation Director. If a cancellation is made by the Department, every effort will be made to either reschedule or locate alternate facilities. Fees and deposits will be returned if permit has to be canceled.
3. The Renter is expected to leave the premises in the same condition in which they were found. It is unlawful for any person to use threatening, abusive, insulting or indecent language or to create any nuisance, or deface any of the buildings, fences, structures, trees or shrubbery. It is unlawful to drive any vehicle on any portion of any public park. The licensee will be responsible for all damages to the buildings and appurtenances thereto, and shall be responsible for reimbursement for such damages.
4. It is unlawful for any person to bring into any park or consume by mouth, inhalation or injection, while in any park, any intoxicating liquor, narcotic or dangerous drugs.
5. The facility must be vacated by the designated closing time of midnight.
6. The granting of this permit does not give the renter authority to sell concessions of any type without prior approval by the Recreation Director. The authority to operate a concession shall be the sole privilege of the County.

PRIORITY OF GROUPS

For the purpose of determining the priority use of recreational facilities, the following priorities for groups are established. Reservation rankings will be made by Recreation staff and, if necessary, with the Recreation Board as advisors.

1. Whitfield County Recreation Department Programs
2. Whitfield County School District Programs
3. Community/Local Youth Organizations
4. Nonprofit Organizations within Whitfield County
5. Nonprofit Organizations outside of Whitfield County
6. Commercial Business (located within Whitfield County)
7. Commercial Business (located outside Whitfield County)

DEFINITION OF USERS

1. Whitfield County Recreation Department: Official county sponsored and/or funded programs and events.
2. Whitfield County Schools: Official school sponsored and/or funded programs and events.
3. Community/Local Youth Organizations: Official Youth Community Associations.
4. Nonprofit Organizations: Organizations that are registered as 501(c) (3) nonprofit through the Office of Secretary of State.
5. Commercial Business: Profit oriented business.

APPLICATION PROCESS

1. The deadline for athletic facility rental application requests for single or repeated use will be 5:00 p.m., the 3rd Friday of November. Applications will be considered based upon their priority ranking. The county reserves the right to limit requests per applicant. All applicants will be notified after the 2nd Friday of December on the status of their request.
2. A security deposit may be required if you are a first time renter or if we have had issues in previous rentals. Payment must be made two weeks in advance of rental date. This is separate and above the cost of renting the facility. This deposit will be refunded after the scheduled use following an inspection of the grounds and buildings.
3. Renter shall obtain and maintain liability insurance with a company authorized to do business within the State of Georgia on which policy the County of Whitfield/Field Owner is named as co-additional insured. Liability limits required for such insurance coverage shall be \$1,000,000. Proof of this policy must be shown five working days prior to the start of the rental. All groups are strongly encouraged to own health or accident insurance plans.
4. Full rental payment is due no later than day of rental. Failure to pay the rental fees that day will invalidate the application and the facility use request. In this case, **the security deposit will not be refunded. If the county denies the request, all deposits and fees will be returned without penalty.**
5. Cancellation of the rental agreement must be made 3 calendar day in advance of the scheduled use. Failure to do so will result in the forfeiture of deposit.
6. Tournament schedules are due to the Recreation Department office no later than noon on the 1 calendar day prior to the tournament.

GENERAL GUIDELINES

1. An Athletic Facility Application/Agreement must be filled out and payment made one day prior to use.
2. Tournament Coordinators must submit a written schedule of games, including the number of teams, by the Friday before the tournament.
3. Preparation of the fields will be provided by Parks Maintenance Staff.
4. Department staff and officials will make the final determination as to the playability of ball fields. Whitfield County reserves the right to suspend field availability due to weather and/or other conditions in which use would cause excess damage. The renter will take responsibility for damages caused by playing on wet fields.
5. The authority to operate any concessions shall be the sole privilege of the County.

RULES AND REGULATIONS

1. All use of the Whitfield County athletic fields will be scheduled through the Whitfield Recreation Department. General day-to-day informal use or activity is not scheduled.
2. Unscheduled activities or users of the fields must defer to scheduled events and games.
3. All fields are subject to a rotational rest and maintenance period, which may change without notice.
4. The user group must clear the field/facility of all litter and debris immediately upon conclusion of its event/activity. Failure to do so may result in a forfeit of your deposit.
5. A legally responsible adult agent from the organization must be on the site throughout the entire event.
6. If the event is deemed larger than "normal" such as a large tournament it will be the responsibility of the user to provide additional services such as portable restrooms and additional garbage cans.
7. Small children must be supervised at all times.
8. The Whitfield Recreation Department may close a field due to deteriorating or unsafe conditions. Other field use may be made possible.
9. Jumping over or climbing fences or backstops is not allowed. Soccer balls, baseballs and softballs may not be kicked, batted or thrown against fences or buildings.
10. Entering private property without permission to retrieve balls is not permitted.
11. All fields close at dusk and/or no later than at midnight.
12. Sales of t-shirts, foods, and other items without written permission through Whitfield County is prohibited.
13. **NO ALCOHOLIC BEVERAGES OR CONTROLLED SUBSTANCES ARE PERMITTED ON CITY PARK OR SCHOOL GROUNDS.** Failure to comply will result in expulsion of field usage and arrest according to the Georgia State Laws.
14. **ALL COUNTY FACILITIES ARE SMOKE FREE. ALSO, SMOKELESS TOBACCO PRODUCTS ARE NOT ALLOWED AS WELL.**

Tournament Cancellations

Tournaments canceled due to inclement weather and unsafe playing conditions will receive a refund. The refunded amount will be based on the following:
100% refund if the tournament is canceled prior to games being played.
% based on number of games played versus total number of games scheduled.

Softball/Baseball Dimensions

| FACILITY | DIMENSIONS | BASE DISTANCES | PITCHING DISTANCES | USAGE |
|---------------------|---------------------------------------|---|---------------------------|----------------------------------|
| Edwards Park | (6) 205' (1)310' (1) 280' outfield | 65ft, 60ft, 70ft 80ft, (2) @ 90ft | 60ft, 46ft, 54ft | Youth/Adult Softball/Baseball |
| Pleasant Grove Park | (2) 280' outfields | 60ft, 65ft, 70ft 80ft | Portable | Baseball/Softball |
| Dawnville Park | (2) 280' outfields | 60ft, 65ft, 70ft, 80ft | | Baseball/Softball |
| Westside Park | (4) 205' | 60ft, 65ft, 70ft | 46ft, 54ft, 60ft | Youth Baseball/Softball |

Soccer field Dimensions

| Fields | Dimensions | Usage |
|---------------|-----------------------|--------------|
| Field #1 | 120 yards by 50 yards | U 11 to U 19 |
| Field #2 | 120 yards by 50 yards | U11 to U19 |
| 4 fields | Two Modified fields | U 6 to U9 |

FACILITY COSTS (SOFTBALL/BASEBALL)

| *Softball/Baseball *Fields | Game Rates | Practice Rates | Light Fee |
|---------------------------------------|---|---------------------------------------|------------------|
| Pods (4) Fields | \$600.00 per pod for 1 day tournaments | \$25.00 per hour per field | |
| | \$500.00 per pod for 2 day tournaments | | |

WHITFIELD COUNTY PARKS & RECREATION ATHLETIC FACILITY APPLICATION/AGREEMENT

Name of Organization _____ Person in Charge _____

Address _____ City _____ Zip _____

Home Phone _____ Work Phone _____ Email address _____

Billing Address _____ City _____ Zip _____

Sponsor of Tournament/Team _____

Type of Use: ___ Practice ___ Game ___ Tournament ___ Baseball ___ Softball ___ Adult ___ Youth

Check if: ___ One Time Only ___ Weekly ___ Weekend Circle: M T W Th F S Su

Date(s) Requested _____ To _____ Number of Teams Expected _____

Times Requested _____ To _____

Dates and times for possible rain-out make-up _____

Enter days, and times requested for use of lights _____

Fields Requested ___ #1 ___ #2 ___ #3 ___ #4 ___ #5 ___ #6 ___ #7 ___ #8

___ #1 Soccer/Football ___ #2 Soccer/Football ___ #1 Soccer (Jr.) ___ #2 Soccer (Jr.) ___ #3 Soccer (Jr.) ___ #4 Soccer (Jr.)

Cost to teams _____ Pitching Distance Required _____ Base Distances Required _____

Other Requested Items or Services _____

(If mounds are needed, note here)

Does Applicant/Group carry Comprehensive Liability Insurance? ___ Yes ___ No

Amount \$ _____ Insurance Co. _____ Policy # _____

AGREEMENT: THE UNDERSIGNED HEREBY AGREES TO THE FOLLOWING

- Athletic facility rental fees as outlined in the rental policy guidelines, with full payment due five days prior to use.
- A security deposit may be required at the time of application. This is separate and above the cost of renting the facility. (Tournaments and league uses only).
- Provide a written schedule of games, including number of teams, Tuesday before the tournament.
- Provide proof of liability insurance in the amount of \$1,000,000 or more, five days prior to use. (Tournaments only).
- Cancellations must be made two weeks in advance of the scheduled use. Failure to do so will result in forfeiture of deposit.
- No alcoholic beverages shall be sold or consumed on County park premises.
- The facility must be vacated by the designated closing time of midnight.
- The authority to operate any concessions shall be the sole privilege of the County.
- Department staff and officials will make the final determination as to the playability of ball fields. The renter will take responsibility for damages caused by playing on wet fields.
- Preparation of the fields for tournaments will be provided by department staff with scheduling coordinated with the tournament director.

The undersigned hereby applies to the County of Whitfield for use of the above facilities and certifies the information is correct and furthermore agrees to abide by all ordinances, policies, and rules and regulations, which may apply. The applicant shall indemnify and hold harmless the County of Whitfield, its elected and appointed officials, its employees and agents from and against any and all claims, demands, suits, actions, payments and judgments as a result of injury or death of any person or property damage to any property sustained by applicant or any other persons which arise from or in any manner grow out of any act or omission on or about said facility by applicant, its agents, guests, or employees, in the execution of this rental agreement including any and all expenses, legal or otherwise incurred by the County or its representatives in the defense of any suit or claim. Such indemnity shall not include claims arising as a result of the sole negligence of the County of Whitfield, its elected and appointed officials, its employees and agents.

I HAVE READ THE ABOVE INFORMATION, UNDERSTAND IT AND AGREE TO COMPLY WITH THE CONDITIONS SET FORTH ON BEHALF OF MYSELF AND THE GROUP I REPRESENT.

Signed By _____ Title _____ Date _____

*****OFFICE USE ONLY*****

Date Received _____ By _____ Amount Paid _____ Receipt _____

___ Field Use Request Form ___ Proof of Non-Profit Status ___ Proof of Insurance ___ Deposit

Approved By _____ Date _____

Note: All facility agreements must be approved by Whitfield Recreation staff. Payment should be attached to the application