

Recreation & Parks Department Facility Rental

How to reserve a facility:

The **Event Questionnaire/Rental Request** form must be completed and submitted to the Recreation & Parks Department as the first step to secure a facility reservation. This form is available for pick up at the Recreation and Parks office located at 705 Hammond Dr. or online.

The form is processed on a first come first served basis. Only after the questionnaire has been approved and all fees are paid, does the event become confirmed. All rental requests must be received at least 72 hours in advance or more of reservation date. Balance due must be paid before first reservation date, or within five business days after requestor has been notified of approval.

Submit Event Questionnaire/Facility Rental to the Recreation & Parks Department Office located at:

705 Hammond Dr.

Sandy Springs, GA 30328

Phone: 770.730.5600 Fax: 770.206.2032

Email: recreation@sandyspringsga.gov

Website: registration.sandyspringsga.gov

Facility Rental Fee Schedule

Program/Meeting Rooms

Resident/Non-Profit/Business	Non-Resident of Fulton County
\$25.00 /hr.	\$30.00 / hr.

#1 - Multi-Purpose Room in Hammond Gymnasium – 705 Hammond Dr.

- The space is open with a tile floor
- Chairs and tables are available upon request
- Max capacity is 50 users
- Limited availability due to program use



#2 - Community Room in Administrative Round Building – 6005 Glenridge Dr.

- 1,225 sq. ft.
- Chairs and tables are available
- Max capacity is 50 users



#3 - Lost Corner Preserve Cottage – 7300 Brandon Mill Rd

- 1200 sq. ft.
- Chairs and tables available
- Max capacity is 49 users
- Suitable for business meetings, trainings, small gatherings. No active/athletic groups or groups requesting payment/donation.



LOST CORNER COTTAGE RULES

- The cottage will be available for public rentals daily between the hours of 8:00 a.m. and 10:00 p.m.
- The fee will be \$25.00 per hour.
- No decorations will be allowed to be attached to the walls, ceiling or furnishings.
- No youth birthday parties. No alcohol without a city permit.
- No amplified music, PA or boom boxes.
- Food must be catered. No cooking on site.
- No refrigerator on site.
- No tobacco products on site.
- No moving facility furniture.

Heritage Sandy Springs – 6110 Blue Stone Road

- For rates and availability, contact Laini Davis at (404) 851-9111 or ldavis@heritagesandysprings.org
- Venue options include:



Williams-Payne House and Grounds
(150 seated; 200 reception)



Heritage Hall and Lower Veranda
(175 seated; 250 reception)



Community Room and Upper Veranda
(75 seated; 150 standing)



Sandy Springs Society Entertainment Lawn
(1,000 seated/standing)

- Rentals include:
 - o Up to 7 hours of rental time
 - o Table/chair set up
 - o On-site event liaison
 - o Flexibility to choose own vendors

Covered Pavilions Fee Schedule

Pavilion #1 – Hammond – 6005 Glenridge Dr

- \$20/hr (Resident/Non-Profit/Business)
- \$25/hr (Non-Resident of Fulton County)
 - Located adjacent to the large playground
 - 32 x 21 or 672 sq. ft.
 - 2 grills on site
 - 2 Picnic tables – Max capacity is 20
 - 3 benches



Pavilion #2 – Hammond – 6005 Glenridge Dr

- \$25/hr (Resident/Non-Profit/Business)
- \$30/hr (Non-Resident of Fulton County)
 - Located adjacent to Community Building
 - 40 x 28 or 1,120 sq. ft.
 - 3 grills on site
 - 2 electrical outlets
 - 12 Picnic tables
 - Max capacity is 96 users inside seated at picnic tables



Pavilion #3 – Overlook Park (Section A/B) – 200 Morgan Falls Rd

- \$25/hr (Resident/Non-Profit/Business)
- \$30/hr (Non-Resident of Fulton County)
 - 93 x 45 or 4,185 sq. ft.
 - 2 large grills on site
 - Gas Fireplace
 - Picnic tables – max seating 100
 - No music or any amplified sound on this park
 - No weddings permitted at park
- Groups of 60+ users
 - \$250 per reservation for first two hours (6pm-8pm)
 - \$100 per additional hour
 - Alcohol permit must be secured by completing a Special Event Permit form



Pavilion #4 – Ridgeview Park – 5200 S. Trimble Road

- \$20/hr (Resident/Non-Profit/Business)
- \$25/hr (Non-Resident of Fulton County)
 - 2 grills on site
 - 8 Picnic tables
 - Max capacity is 48



Athletic Field Fee Schedule

Hammond Park or Dunwoody Springs Artificial Turf Fields

Resident/Non Profit/Business	Non-Resident
\$50.00/hr. Half Field	\$100.00/hr. Half Field
\$50.00/hr. Full Field	\$100.00/hr. Full Field
<i>Field lining is \$50 per event – as determined by rental request</i>	

Leagues wishing to rent the astro turf field may contact our athletic office to discuss request. Requestors must bring complete schedule of dates and times, proof of liability insurance and completed Facility Rental/Event Questionnaire form.

- Professional Artificial Turf Field - 100 yards long by 60 yards wide
- Used for football, soccer, kickball, etc.
- Football/Soccer goals
- Field lining available (*additional fee*)
- 5 sets of 5 row bleachers – seat 350 people

The field is also open for free play. No group activities allowed without a rental permit.

Morgan Falls Athletic Fields

Resident/Non Profit	Pavilions	Non-Resident and Business
\$25.00/hr.	\$25/hr	\$50.00/hr.

- 11 multi-purpose fields (include football, baseball/softball)
- Lighting available
- Pavilions available

This park's fields may be rented when not in use by the Sandy Springs Youth Sports Assoc.

Tennis Match Fee Schedule

Hammond Park Tennis Courts/Abernathy Park Tennis Courts

Resident	Non-Resident
\$32 per match	\$64 per match
<i>Used when Sandy Springs Tennis Center cannot accommodate USTA, ALTA, T2 or other league teams.</i>	

- 4 courts with lights
- No private lessons or drills allowed
- No team drills allowed

Courts are open for free play tennis daily till 10:00 p.m. All team drills, team matches and pro classes are directed to Sandy Springs Tennis Center. Contact SSTC at 404-303-6182.

Filming on Parks

A Film Permit is required when filming at a city park. A Recreation & Parks Film Production on City Parks Application form must be completed and submitted to the Recreation & Parks Department. Allow a minimum of five days for application review process.

- Filming of 4 hours or less is a \$400 permit fee per day
- Filming of 4 hours or more is a \$800 permit fee per day

If approved, applicant will be notified of approval and to pay associated fee.

Special Event on Parks

A Special Event covers activities that occur on public or private property which affects the use of public streets, sidewalks and roadways such as festivals, runs and walks, and concerts.

If requesting an event at a city park and if it will affect the use of public streets, sidewalks and roadways, you must complete **the Recreation & Parks Facility Rental form and a Special Event Permit Application**. Submit both forms to the Recreation & Parks registration office. The Special Event Permit application will be forwarded to Community Development Permitting office for review and someone from the permit office will contact applicant. The Special Event Permit requires a 90-day advance notice of the event.

If the event (eg. Festival, run/walk, concert or other large event) is contained solely within the park, then only the Event Questionnaire Facility Rental form may be completed for review. Include detailed plans of the event (e.g. File, floor plan, etc.). Event Sponsor may have to submit proof of insurance with a minimum of \$300,000 personal injury per person, \$1,000,000 maximum, and \$100,000 property damage against all claims arising from permits issued.

Alcohol on Parks

The Alcohol Permit fee is \$50 in addition to the park facility rental fees. The Revenue/Permitting office will process the Alcohol Permit verification documents.

The alcohol permit requires an insured Caterer, Bartender or Server with an active alcohol permit to serve any alcohol. Residents, Customers or Guests are not allowed to serve alcohol. If the contracted Caterer, Bartender or Server refuses to provide Insurance, the Resident /Customer must submit proof of Insurance with a minimum of \$300,000 personal injury per person, \$1,000,000 maximum and \$100,000 property damage, per the Tier II Special Events application.

You are required to make arrangements with Sandy Springs Police for an Off Duty Police Officer who must be present during the event.

Note: Alcohol Permit to serve alcohol may only be issued for Lost Corner Cottage or Overlook Park Pavilion.

Food Trucks

Applicant may request a food truck (Mobile Food Unit) during their event. Applicant's food truck vendor must either be a Sandy Springs licensed vendor or must have been inspected by the Sandy Springs Fire Marshall's Office. To inquire about food truck vendors please email smccoll@sandyspringsga.gov or call 770-206-4358. The food truck vendor must show proof of license or inspection certificate to Park Staff during event.

General Terms & Conditions:

- 1) An event questionnaire/field rental request must be completed and submitted to the Recreation & Parks Department as the first step to secure a facility reservation.
- 2) Rentals are processed on a first come, first served basis. Only after the request has been approved and all fees are paid, does the event become confirmed.
- 3) All reservations must be paid within 5 business days of approval or sooner depending on approval date. Once payment is received, the payer will be issued a permit number along with a reservation confirmation email or letter.
- 4) The Recreation & Parks Department agrees to maintain the facility, to assure that the facility is prepared properly for the agreed-upon event, and to provide adequate sanitation facilities, subject to available equipment, resources, weather conditions and time of year. Failure to furnish any of the foregoing resulting from circumstances beyond the control of the Department shall not be considered a breach of this agreement.
- 5) The Department reserves the right to approve any equipment to be furnished, installed or used by the customer and any such equipment authorized and used by the customer shall be removed at the termination of the customers' reservation date.
- 6) Customer, at end of reservation time, shall return premises, furniture, props, equipment and fixtures used in connection therewith to the Department in good condition as when turned over to customer, normal wear and tear expected. Damage and/or destruction of the above named property(s) will result in repair and/or replacement fees billed directly to the customer.
- 7) Customer assumes responsibility and risk of damage, loss by theft, or otherwise, of property. The Recreation & Parks Department, and City of Sandy Springs are hereby expressly released and discharged from any liability for such loss while in use by customer. The Department reserves the right to request a certificate of liability insurance from customer.
- 8) In the event customer desires to have their property upon the premises insured against loss by fire or otherwise, customer shall obtain such insurance at customer's expense. The Department will not be responsible for the protection of such property against fire, theft, accident, or other cause.
- 9) Customer agrees that his performers, agents, participants, and employees shall conduct themselves so as not to cause hazardous situations.
- 10) All events must conclude by 10pm unless otherwise approved by the Department. Facility must be clear when permit expires, or additional rental fee will apply.
- 11) The sale or consumption of alcoholic beverages on premises is prohibited without a Tier 2 Special Event Permit issued by the City's Community Development office.
- 12) The Customer shall not assign this agreement or any rights there under nor to sublet said premises without prior written consent of the Department.
- 13) The user agrees to follow all rules posted at turf field(s) and other locations within each park. No illegal activity.

- 14) The Department reserves the right to relocate or cancel your activity due to inclement weather, circumstances which could result in hazardous conditions or damage to Department property or when the Department activities dictate. In most cases, the Department will find a comparable alternative location.
- 15) You are responsible for your group and/or party's actions and conduct during your reservation. Your current and future reservation requests may be cancelled if you are found in violation of any of the City's ordinances.
- 16) In all circumstances, the Recreation & Parks Department retains full authority for final approval and denial of facility reservation requests. All relative City of Sandy Springs Codes & Ordinances are in affect and enforced at all City of Sandy Springs facilities. There are regulations governing sound and noise levels, animals, parking, commercial activity, etc.
- 17) User acknowledges no refunds will be given after the use/date of the rental. Cancellation notice must be given during office hours (Monday-Friday) at least 2 days in advance. All Refund Requests will incur a \$10 administrative fee. The City of Sandy Springs Recreation & Parks Department will not cancel reservation activities at the pavilions, the Hammond Turf Field or other reserved locations due to wet/rain conditions. It is up to the customer to decide whether to conduct activity in wet/rain conditions.
- 18) User may request a date change upon notifying the department 48 hours before reservation date and completing a Facility Change of Date form and submitting it during office hours. Another use date may be provided if available.

By signing you acknowledge that you have read and understand the general terms and conditions listed above.

WAIVER OF LIABILITY

I understand that the use of the facility may involve some risk of accident or injury. I agree to indemnify the City of Sandy Springs and Contractor and their affiliates and to hold the City of Sandy Springs and Contractor, and their affiliates harmless from any liability, claims, demands and judgments arising at any time when I and/or my minor child use a facility. Therefore, my choice to use the facility, and its equipment, **is at my own risk**. I understand that the City of Sandy Springs nor the Contractor do not provide insurance for facility users, nor does it assume responsibility for accidents or injuries. However, the City of Sandy Springs may require the purchase of additional insurance per participant for certain recreational uses.

I authorize the City of Sandy Springs personnel to act in my behalf, to authorize medical treatment to, upon, or the benefit of myself and/or my minor child, for any minor injury which may occur from use of any of the City of Sandy Springs Recreation and Parks Facilities and associated activities/events. I recognize that such **treatment shall be my full responsibility**. In the event of a more serious injury that may require emergency treatment, I authorize such personnel to see that myself and/or my minor child is transported to and treated at the nearest medical facility, with **the related expense being my full responsibility**.

I also hereby grant permission to the City of Sandy Springs Parks and Recreation Department to use for any official purpose any photographs, videotapes, recordings of my facility use.

Note: I have carefully read, understand and agree to the City of Sandy Springs' policies as stated above.

Signature

Date

THIS IS NOT A RENTAL AGREEMENT

Hammond Park Turf Field Users

In order to fairly and efficiently meet the demands for use of facilities, the City of Sandy Springs Recreation and Parks Department is implementing the following rules and regulations regarding league rentals and reservation permits for Hammond Park Turf Field.

Facility reservations for group leagues will be prioritized as follows:

- First Priority:** Groups with the largest number of Sandy Springs resident participants
- Second Priority:** Sandy Springs Recreation & Parks Department youth programs
- Third Priority:** All other youth programs Groups
- Fourth Priority:** Groups making financial donations to Sandy Springs Recreation & Parks Department

The following is required:

1. Group Insurance
2. Group Rosters
3. Release Forms
4. An additional one-time fee of \$50.00 will be charged for field lining and set up. Additional field lining will be charged as needed.

Additional Information for field renters.

- League fees must be paid in full prior to the first playing night.
- Field requests including dates, times, and proof of insurance must be submitted to the Recreation & Parks Department office.
- Cancellations due to weather interference or technical problems may be made up by extending the season. Notify Sandy Springs Recreation and Parks Office within 48 hours of the rainout date. There will be no cash refunds.
- Conflicts and issues related to field use should be reported to the Sandy Springs Recreation and Parks Athletic Office at (770) 206-2040.

Recreation and Parks Event Questionnaire/Rental Request

Today's Date: _____

Name of Individual/Family or Sponsoring organization: _____

Address: _____

Phone Number: _____ Email: _____

Name of Person in charge: _____ D.O.B. _____

Event Description: _____

Targeted age group for participation of your event: _____

Date and time of event (include setup/cleanup): Date: _____ Beginning time: _____ Ending time: _____

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Facility: Hammond Pavilion 2 Hammond Pavilion 1 Hammond Community Bldg Hammond Multi-Purpose Room

Lost Corner Preserve Cottage Overlook Pavilion Ridgeview Pavilion Athletic Field Morgan Falls Athletic Complex

Athletic Field Rental Information

<p>Hammond or Dunwoody Turf Field: Full Field (100 yards)</p> <p>Activity: Football <input type="checkbox"/> Soccer <input type="checkbox"/> Kickball <input type="checkbox"/> Wiffle Ball <input type="checkbox"/> Lacrosse <input type="checkbox"/> Other <input type="checkbox"/></p> <p>Is this a League? Yes <input type="checkbox"/> No <input type="checkbox"/> (attach league schedule)</p> <p>Any required lining? Yes <input type="checkbox"/> No <input type="checkbox"/> if yes describe: _____</p> <p>Morgan Falls Fields: Football <input type="checkbox"/> Baseball <input type="checkbox"/> Softball <input type="checkbox"/> List additional info. _____</p>

Please list additional event details on back of form or attach separate sheet. All event details are required for approval.

List other items for indoor locations: Number of tables? _____ Number of chairs? _____

Estimate total in attendance: _____ Will you charge a fee or admission? _____ Collect offerings? _____ Solicit donations? _____

Requesting to serve alcohol: _____ (if yes, an alcohol permit is required) Requesting food truck: _____ (if yes, a permit is required)

For Sandy Springs Recreation & Parks Use Only:

Results: APPROVED

NOT APPROVED

Amount(s) Charged: \$ _____

\$ _____

Sandy Springs Recreation & Parks Authorization

Total Charged: \$ _____