******Temple Recreation Department**

240 ROME STREET TEMPLE, GA 30179

O: 770-562-3848 [www.templega.us/recreation](http://www.templega.us/recreation)

**Rental Agreement**

**Rental Policies**

* All rentals are subject to availability, on a first come-first served basis, and will always yield to recreation activities.
* **Total amount of rental deposit is due before event is placed on the calendar.**

Before any renter can obtain a rental agreement for any portion of the park facility, a security deposit must be received to protect the City of Temple and its facilities against any damage that may occur. This deposit will be returned to the renter after the facility is inspected and deemed clean and acceptable. If the facility does not meet inspection criteria, the Department will retain the full deposit, even if the repair or cleaning of the facility does not require the full amount.

* **All rental fees are due no later than 7 days prior to rental date.**
* **Keys to facilities are issued 2 business days prior to the rental date.** **Please call the office to set up a time to pick up the rental key. Keys shall be returned within two business days of the rental or deposit will not be returned.**

Control of City-owned keys is the responsibility of the renter as signed in the rental agreement.

* Prior to the acceptance of a rental for certain facility usage, a statement of the activities planned, or use intended, including a projected number of participants, adults present, a list or schedule of events and equipment to be used must be presented in writing to the department.
* The Temple Recreation Department reserves the right to cancel events or activities, at the discretion of the Department, due to inclement weather or unforeseen emergencies including natural or manmade disaster, pandemic event, or if the facility is needed for government use, etc. The renter will be refunded any fees for that date or additional dates if applicable.
* Parking in most facilities is limited, and rental of buildings and/or fields does not necessarily imply that parking will be available adjacent to the facility
* Fees for athletic fields do not include daily maintenance of the fields, restrooms, amenities, etc. The department will drag the infields, mow the grass, and have the facility ready prior to the start of the scheduled event.
* Lining of fields and/or use of lights on fields are offered at an additional charge.
* If Temple Rec Dept. staff workers are requested, hourly rates and payment options must be arranged in advance with staff. The renter is solely responsible for payment of wages.
* The City of Temple and the Temple Recreation Department, as administrators of the facilities under their care is not responsible for the loss of any personal items left by renters.
* The City of Temple reserves the right to offer and to sell food, drink, etc. at the concession and/or gymnasium during scheduled events unless otherwise specified in writing.

**Cancellation/Refunds**

* **The Temple Rec Department must be notified at least 72 hours prior to rental date for cancellation, or NO refunds will be made.**

Refunds will be issued as follows:

 14 of mor days’ notice – Full refund

 7-13 days’ notice – 75% refund

 4-6 days’ notice – 50% refund

 3 business days or less – no refund

**Facility Guidelines**

* Activities shall be terminated, and facilities closed no later than 11:00 pm, unless special permissions are granted by Department. **Lights shall be turned off and doors locked at the conclusion of the event. Failure to secure facilities will result in loss of deposit.**
* **All trash must be taken from each trash can in the area rented and put into large dumpster located in gym parking lot. Please clean up any trash/debris on the floor or grounds (including dugouts and/or Pavilion) at rental area. Clean up any spills.**
* The use of radios, amplified sound devices, musical instruments, etc. are strictly limited to volumes audible to the immediate area or amenity rented.
* Only Temple Rec Dept. staff are permitted to use City owned equipment.
* Personal equipment, including but not limited to mowers, four wheelers, etc. are not permitted on fields. Renters are liable for personal injury to participants and/or spectators. The lessee must sign the Hold Harmless Agreement, and if deemed necessary, may be required to produce a liability insurance policy for participants and spectators, naming the city as an additional insured.
* Renter is responsible for ensuring that the building maximum capacity limits are adhered to.
* Renter is responsible for familiarizing themselves with the location and use of fire extinguishers and
proper execution of posted evacuation plans in the event of an emergency.
* In case of an emergency, renter should call 911 for assistance. Also, call on-call staff member.
* The use of pyrotechnics, candles, portable stoves, grills, Sterno-type warmers, or other fire producing
devices or materials are strictly prohibited on any park property or facility without written permission
from the Director.
* Lessee is responsible for all permits as required by law or ordinance for tents, food vending, etc. all concessions are subject to Department of Health regulations relative to food service.
* Entrance fees (gate fees) are subject to approval by the Director and shall be for the immediate area only.
* Admission fees shall not be charged to general park users without prior written permission of the
Director.

**Code of Conduct**

* Smoking and/or the use of tobacco products are not permitted in any building or enclosed amenity.
* The possession and/or the use of alcohol or controlled substances in any park or facility are prohibited.
* The use of profanity, racial or personal slurs or other socially unacceptable behavior is prohibited.
* The possession of weapons are prohibited in any park or facility of Temple Rec Department.

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, hereby agree to the fore mentioned fields subject to the rules and regulations of the Temple Recreation Department and that said renter is responsible for any and all damages to fields/equipment/buildings.

Signature of Renter: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

On Call Employee for Emergency Contact:

 Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_