

GUIDELINES FOR MAKING FACILITY RESERVATIONS

RESERVATION REQUIREMENTS

- Check the Reservation Book to determine if the facility is available.
- Reservations may be made not more than one year in advance.
- Individuals must be at least 21 years old to rent a facility.
- The prospective renter must read the 'LCRD Facility Rental Rules & Policies' and submit an 'LCRD Facility Reservation Application'.
- Review the Application: bands, DJ's, pets, and alcohol are not allowed. Parties or events open to the general public may require security. Forward the Application to the Director who will make this determination. Events that involve more than 50 people require an assembly permit from Hinesville City Hall. Note this requirement on the Application and make sure the applicant understands that the permit must be produced at the time the key is issued.
- Only non-profit organizations with a tax ID number may do fund raisers and these events must be approved by the Director. Any food sales must be permitted by the Liberty County Environmental Health Department. Note this requirement on the Application and make sure the applicant understands that the permit must be produced at the time the key is issued.
- A security deposit is required at the time of the reservation. The deposit amount is equal to the rental fee for the facility. The deposit may be accomplished on-line. Shuman & Riceboro Center reservations must be coordinated through the facility managers, except that the Shuman Multi-Purpose Room may be reserved for up to two hours during normal operating hours for no fee.
- Ensure that the renter understands the procedure to get the keys and pay the balance for the rental. Make renter a copy of the Application.

ISSUING KEYS AND PERMITS

- Check the reservation book and ensure that the group signing out the keys has the facility reserved. Check name to indicate key was issued.
- Check the LCRD Facility Reservation Application to ensure that renter produces any required permits.
- Collect the balance owed for the rental.
- Complete the 'LCRD Pavilion Permit', noting the amount paid, key number issued, key deposit amount, and the date issued. Make a copy, and issue the original to the renter. Remind renter to have this permit in hand during the rental and that the key is due back within 3 working days. Place the copy of the permit on the Permit clipboard.

RECEIVING KEYS AFTER RENTALS

- Get the LCRD copy of the Permit and note the date keys are returned.
- Notify the renter if there is any problem with the deposit refund and refer them to the Director for additional information if necessary.
- Remind the renter that the deposit refund will be mailed within 5 working days.
- Forward any problems or complaints voiced by the renter to the Director.
- Forward the Permit in the Office Manager for the refund.

LCRD Facility Reservation Application

Facility Requested-_____

Date Requested-_____

Time Requested(circle one) all day up to 4pm 4-11pm

Name of Group-_____

Group POC-_____ Age-_____

Phone: home-_____ work-_____ cell-_____

Address-_____

Type Event-_____

Ages of participants in this event-_____

Event is open to(circle one): general public invited guests only

Number of people attending this event-_____

Permit Requirements: ASSEMBLY FOOD SERVICE

*permits must be on-hand while the facility is used.

Source of Security(if required)-_____

*security personnel must meet with the LCRD Director prior to the key issue.

If this is a fund raising event provide the tax ID number for the non-profit organization- _____

I have read and fully understand the rules and policies for use of the LCRD facility requested. I hereby agree to abide by these rules and accept all responsibility and liability for activities conducted during this event.

DATE-_____ SIGNATURE-_____

LCRD FACILITY RENTAL RULES & POLICIES

- (1) Reservation applications must be submitted to the LCRD Office except that applications for Shuman Center or the Riceboro Center must be coordinated with the facility managers.
- (2) A half day is up to 4:00pm or from 4:00-11:00pm. Full day rentals end at 11:00pm. LCRD parks close at 11:00pm. Facility must be cleaned and evacuated by the designated time.
- (3) Rentals provide for exclusive use of the pavilion, shelter, or other specified areas. A permit will be issued at the time keys are signed out to provide proof of your use of the facility. Your group is welcome to use other amenities in the parks or facilities, however, they are also open to the general public.
- (4) Reservations may be made no more than one year in advance. Individuals making reservations and signing for keys must be at least 21 years of age.
- (5) A security deposit is required at the time reservations are made. This deposit will be refunded if reservations are cancelled at least one week in advance. For pavilions, this deposit is the same as the rental fee. Shuman Center deposits may vary, depending on the event.
- (6) Keys must be signed out from the LCRD Office not later than 5:30pm on the last working day prior to your rental date. The balance owed for the rental is due at this time. A Permit will be issued at this time which must be in the possession of the party renting the facility and displayed upon request during the rental period. The deposit will be refunded if keys are returned within 3 working days after the rental date, all clean up requirements are met, and there are no damages to the facility.
- (7) Fundraising activities are not allowed, unless the event is conducted by a non-profit organization with a tax ID number. Groups desiring to have large fundraisers must submit an application to LCRD for approval by the Recreation Board prior to the event. The Board meets the second Tuesday of each month. Fundraising activities include admission charges, sales of any kind, and accepting any monetary contributions.
- (8) No bands or DJ's are allowed, except at Shuman Center, unless otherwise approved. Applicable noise ordinances must be observed at all times. LCRD Park Rules that also apply to pavilions: No Alcohol, No Pets(or animals of any kind), No Smoking, parks close at 11pm.
- (9) Each group that uses a pavilion is responsible for cleaning up after using the facility. A Clean Up Checklist will be provided on the back of the permit. Cleaning supplies and equipment are provided at each pavilion. All trash generated by your event must taken with you when you leave the park. You will need to bring trash bags for this purpose. An exception to this policy is Stafford Pavilion, where trash may be deposited in the receptacles just outside the gate to the pavilion. Deposits will not be refunded unless clean up requirements are met.
- (10) Facilities provide seating for the following number of people: Stafford Pavilion-100, all other pavilions- 50, Shuman Recreation Center- up to 1,000.
- (11) All events are subject to permitting requirements, laws, and ordinances set forth by any city, county, state or federal government. Events that involve more than fifty(50) individuals in the City of Hinesville may require a permit and security. Any food sales require a permit from the Liberty County Environmental Health Department. Applicants are responsible for obtaining permits and displaying permits upon request at any time during the event.
- (12) Any events that are open to the general public, teenage parties, and any events that may present security problems, must provide a minimum of one off duty police officer or deputy sheriff for security. LCRD may require additional officers. Security officers must meet with the LCRD Director to discuss rules, policies, and procedures prior to the event.
- (13) Security will not be required for family reunions, church gatherings, parties for children below the age of 12, non-profit organization fund raisers, organizational functions, school functions, etc. unless deemed necessary by LCRD or a county municipality.
- (14) LCRD parks are open to the general public and not available for exclusive use by any group with the exception of county recreation programs, which have priority for all facilities. Any group wishing to use large segments of any park for a special event must submit an application to LCRD for approval by the Recreation Board prior to the event. The Board meets the second Tuesday of each month.
- (15) Use of ball field lights at any park requires prior approval and costs \$15 per hour.

LCRD PAVILION PERMIT

PAVILION-_____

DATE(S)-_____ TIMES-_____

This permit authorizes the individual or group shown below exclusive use of the LCRD Pavilion shown above on the date(s) and time(s) shown above.

Name of Group/POC-_____

Phones: home-_____ work-_____ cell-_____

Address-_____

City or County Permit Requirements-_____

Security Requirement & Source-_____

On behalf of all individuals using this facility on the date(s) and times shown above, I accept responsibility for this facility. I have received a copy of the rules regarding use of this pavilion and agree to abide by these rules. This signed statement releases Liberty County and all it's agents from any liability resulting from use of this facility.

PRINTED NAME

SIGNATURE

DATE

EMERGENCY CONTACTS: LCRD Office 876-5359. After Hours 977-2200/2201/2202/2203

LCRD USE ONLY:

DEPOSIT AMOUNT-_____ DATE PAID-_____ RECEIVED BY-_____

RENTAL AMOUNT-_____ DATE PAID-_____ RECEIVED BY-_____

KEY # ISSUED-_____ DATE ISSUED-_____ DATE RETURNED-_____

LCRD FACILITY RENTAL RULES

1. Renting this facility provides for exclusive use of the pavilion, kitchen and rest rooms. You are welcome to utilize any other park facilities, which are also open to the general public. You must have met the clean up requirements and evacuated the pavilion by the end of your rental period. All parks close at 11:00pm except Irene B. Thomas Park which closes at 10:00pm.
2. Keys must be returned to the LCRD Office within 3 working days. The deposit refund will not be mailed until keys are returned.
3. **NO alcohol or smoking. NO bands or DJ's. Noise ordinances must be observed at all times. NO pets or animals of any kind. NO teenage or youth parties without LCRD approved security on the premises at all times. NO fund raising events of any kind are allowed unless the organization has non-profit status with a tax ID number and the event is approved in advance. NO door or admission charges, sales of any items, or collection of contributions are allowed without prior approval from the LCRD Recreation Board or Director.**
4. Groups **MUST** clean the facility after use(see Clean Up Checklist below). Failure to clean-up may result in the loss of your deposit and suspension from future use. If the facility has not been cleaned when you arrive, you must notify an LCRD representative so that problems may be documented. If you choose not to rent the facility for this reason and conditions are documented by an LCRD representative, then you may be entitled to a full refund. If you elect to clean the facility and use it as planned you may be entitled to a partial refund of your rental fee if problems are documented by an LCRD representative. Contact numbers for LCRD representatives are as follows: (912)977-2203; (912)977-8590; (912)977-2202; (912)977-2201; (912)977-2200; or (912)977-8417.
5. Facilities may be decorated for various types of functions, however, use of nails, screws, duct tape, or anything that damages the walls, ceilings, windows, or doors is not permitted. All decorations must be removed at the end of the rental period.
6. Use of ball field lights requires approval in advance and costs \$15 per hour.

PAVILION CLEAN UP

Cleaning equipment and supplies are provided. Notify LCRD staff upon key return if equipment is missing or if supplies are depleted. The clean up procedures listed below must be followed so that the facility will be clean for others that may use this pavilion after you. LCRD cleans this facility weekly, however, it is not possible to clean it between each usage. Failure to clean up adequately may result in the loss of the deposit and loss of the privilege to use LCRD facilities and programs.

1. Clean off tabletops and kitchen counters.
2. Sweep floors and spot mop where needed.
3. Clean and flush toilets and urinals.
4. Remove all trash from the pavilion. All trash must be removed from the park except at Stafford Pavilion, where trash must be placed in the green poly carts by the parking lot. There are county convenience centers near Miller, Gum Branch, and Eve parks. **DO NOT LEAVE TRASH IN PARK RECEPTACLES!**
5. Extinguish coals in grills and clean grill tops. Place ashes in designated receptacle. **DO NOT PLACE HOT COALS OR COOKING OIL IN TRASH RECEPTACLES OR DUMP ON GROUNDS OR IN THE SINK!!**
6. Turn off stove, lights and ceiling fans. **DO NOT USE THE BREAKERS IN THE ELECTRICAL PANEL!**
7. Close and lock all windows, doors, and gates.
8. Leave the facility in the manner you would like to find it.
9. Report any needed repairs or maintenance to LCRD.

Application for Use of LCRD Parks for Large Events

Park Requested-_____ Date(s)-_____ Times-_____

Name of Organization/Group-_____

Contact Person-_____

Phone numbers-_____

Address-_____

Description of Event(include each activity)-_____

Will any funds be raised or changed for this event? (circle one): YES NO

If yes, describe how funds will be raised and where proceeds will go-_____

Tax ID Number-_____

What provisions will be made for security and parking-_____

I have received and agree to adhere to Rules for Use of LCRD Parks. The applicant, both individually and on behalf of the group or organization requesting use of the park, agrees to indemnify and hold harmless the Liberty County Recreation Department, the Liberty County Recreation Board, the Liberty County Board of Commissioners, its employees and agents, for any and all liability or claims for damages which may result from this event.

Applicant's Printed Name

Applicant's Signature

APPROVED-_____

NOT APPROVED-_____

LCRD USE ONLY: Date Application Received-_____ LCRD Staff_____

Deposit-_____ Date Paid-_____ LCRD Staff-_____

Deposit Refund-_____ Date-_____ To-_____

Rules for Use of LCRD Parks for Large Events

- (1) All requests must be approved by the Liberty County Recreation Board. The Board meets the 2nd Tuesday of each month. Applications must be submitted to the LCRD Office no later than 6:00pm on Mondays prior to meetings. Applications may be obtained at the LCRD Office.
- (2) Activities requiring Board approval are large scale events which require use of the entire park and any fund raising activities. Fund raising activities may only be done by non-profit organizations with a valid tax ID number.
- (3) Park rules are posted at each park and must be observed as well as other city or county ordinances and local and state laws. Alcohol or Pets are not allowed. The park closes at 11:00pm.
- (4) Organizations/groups conducting events are responsible for providing adequate means of security and parking control. How this will be accomplished must be explained on the application.
- (5) The sale of any items or goods at events must be approved by the Recreation Board and meet any permitting requirements(i.e. food sales).
- (6) Any required amenities needed for events, in addition to existing facilities and equipment, must be provided by the organization/group sponsoring the event. Additional requirements may include port-a-lets, seating, trash cans, traffic cones, etc. The need for additional amenities may be determined by the Recreation Board and required for use of the park.
- (7) Use of facilities and equipment in the park must be consistent with normal practices. Only approved vehicles will be allowed on ball fields. Any activity that may cause damage to grounds, buildings, or equipment will not be allowed. Parking will be allowed in designated areas only.
- (8) Complete clean up of grounds, buildings, restrooms, and the surrounding area is required following the event. Any temporary items, such as, tents, signs, barricades, traffic cones, decorations, etc. must be removed the following day, unless the park is scheduled for use the next day. If so, all items must be removed as soon as the event is concluded. All trash must be bagged and removed from the park.
- (9) A \$50 refundable deposit is required for use of parks for large events. Deposit will be refunded when keys are returned, if rules are followed and no damages occur. Cost for use of ball field lights is \$15 per hour.
- (10) Keys must be signed out from the LCRD Office no later than 5:30pm on the last working day before the event. The balance of all fees must be paid at this time.

Shuman Recreation Center Rentals

1. Reservation applications must be coordinated with the facility manager.
2. A \$25 deposit is required at the time reservations are made. This deposit will be refunded if reservations are cancelled at least one week in advance. The balance of the rental fee is due not later than the date of the reservation.
3. Fundraising activities are not allowed, unless the event is conducted by a non-profit organization with a tax ID number. Groups must submit an application to LCRD for approval by the Recreation Board prior to the event. The Board meets the second Tuesday of each month. Fundraising activities include admission charges, sales of any kind, and accepting any monetary contributions.
4. Bands and DJ's are allowed. No Alcohol, No Pets(or animals of any kind), are allowed in any LCRD facilities.
5. Renters are responsible for cleaning up at the end of their rental period or event, essentially returning the facility to the condition it was in prior to being rented. Cleaning supplies and equipment will be provided. All trash generated by rentals must be removed from the facility. There are two dumpsters in the park that may be used.
6. The Multi-Purpose Room will accommodate 50 people seated with tables and 75 without tables. The Gymnasium will accommodate 200 people seated with tables and 1000 with chairs and bleachers. Renter may provide additional tables and chairs to increase these numbers for the Gymnasium.
7. All events are subject to permitting requirements, laws, and ordinances set forth by any city, county, state or federal government. Events that involve more than fifty(50) individuals in the City of Hinesville may require a permit and security. Any food sales require a permit from the county. Applicants are responsible for obtaining permits and displaying permits upon request.
8. Any events that are open to the general public require a minimum of two(2) off duty police or deputy sheriff officers for security. Security officers must meet with the facility manager to discuss rules, policies, and procedures prior to the event.
9. Security will not be required for family reunions, church gatherings, parties for children below the age of 12, non-profit organization fund raisers, organizational functions, school functions, etc. unless deemed necessary by LCRD.
10. Other LCRD facilities adjacent to the Shuman Center may be used, but are also open to the general public. Exclusive use of any other park facilities requires prior approval.
11. Groups wishing to use large segments of any park for a special event must submit an application to LCRD for approval by the Recreation Board prior to the event. The Board meets the second Tuesday of each month.
12. Use of ball field lights requires prior approval and costs \$15 per hour.