



## Facility Reservation Application

### Reservation Procedures

City of Forsyth facilities are reserved on a first-come, first-served basis. The group or individual must complete a Rental Application form prior to each use by designating the date, time and which facility or area they desire to rent, as well as the payment of appropriate fees, if applicable. The renter must be at least 18 years of age. Park and facility rentals cannot be transferred, assigned, sublet or issued to minors. An application may be terminated or voided if the information provided on the application is inaccurate or incorrect.

The applicant must submit the appropriate completed rental application and deposit fee in order to reserve the date. Completed applications should be submitted to City Hall located at **200 South Kimball Street Forsyth, Georgia**. The City of Forsyth reserves the right to deny any rental application at the discretion of the City Manager. Due to unforeseen circumstances, the City reserves the right to reschedule or cancel the building reservation. A facility attendant will be available to open and close the facility and answer general facility questions.

Applicant Information					
First Name:			Last Name:		
Drivers License Number:					
Address:	City:		State:	Zip:	
Home Phone Number:	Cell Number:				
E-Mail Address:	Are you a resident of Forsyth?		Yes	No	
Alternative Contact Person:		Phone Number:			

Please check the facility being rented:	
American Legion Hall	City Hall Annex
Kynette Neighborhood Community Center Building	

**Desired Date of Use:**

**Desired Hours of Use:**

**Expected Number of Guests:**

**Special Activities or Needs:**

## City Building Guidelines

The City of Forsyth provides three buildings for rent for events and meetings. We strive to provide well-maintained, safe buildings to use for rental purposes.

Each building provides a unique atmosphere and may be rented on a first come, first served basis.

The **Kynette Neighborhood Community Center** building, located in Kynette Park, is a multipurpose room available for many occasions such as family reunions, graduations, birthday parties or just a friendly gathering. This facility does have a HVAC system.

The **American Legion Hall**, located on Main Street, is a log cabin that is over 100 years old. The American Legion Hall building has a caterer's kitchen, large meeting area, and restrooms. This facility does not have a HVAC system. Parking is limited.

The **City Hall Annex**, located on the square, was the previous City Council Chambers and has been renovated to allow for an event and meeting room. The **City Hall Annex** has a caterer's kitchen and a HVAC system.

If you would like to rent or reserve one of our facilities, please contact us via phone at (478) 994-5649.

Below you will find information about visiting and renting the park facilities including guidelines, payment procedures and clean-up requirements. Please review this information prior to calling to book your next event.

## General Rules and Regulations

Rather than attempting to outline all of the many activities and uses which can be undertaken in the City buildings, most of the general rules focus on prohibiting those actions and activities which are detrimental to the operations and grounds or which would prevent reasonable enjoyment by others.

1. All individuals and groups when entering City owned facilities shall comply with all laws of the United States of America, the State of Georgia, the City of Forsyth, and all of the rules and regulations governing City Facilities.
2. **After Hours:** Arrangements must be made with City Facilities Director at least two weeks in advance of an afterhours event.
3. **Vandalism:** It is prohibited to deface, injure, move or remove any sign, notice, property, structure, tables, chairs, or equipment in any City facility.
4. **Solicitation:** No solicitation, vending, advertising or sign posting is allowed, except by special permission of the City.
5. **Sales:** No individuals or groups will be permitted to purchase or sell any food, drinks or novelties within the confines of a City facility, unless approved in writing by City of Forsyth and a food service permit is obtained from the Health Department.
6. **Litter:** It is prohibited to drop, throw, scatter, or leave upon any part of a City facility any type of litter, except in receptacles provided for such purpose. All garbage must be removed from inside the building and placed in proper garbage disposal container at the end of event.
7. **Parking and Vehicles:** It is prohibited to drive or propel any motor vehicle except in established driveways and in the direction indicated by signs, or to park any vehicle except in areas provided and indicated. Motorized vehicles, including golf carts and ATVs, are prohibited on playing fields, picnic areas, sidewalks, or any other grassy areas.

8. **Music:** Loud music, obscene language, or boisterous behavior breaching the public peace is not permitted.
9. **Pets:** Dogs and other pets are not permitted inside City facilities.
10. **Fire Safety:** It is prohibited to have an open fire in the Park. Fires in barbecue pits or grills are allowed; however, caution should be taken in disposing of hot coals. It is prohibited to dump coals on any tree roots. Never throw lighted matches, burning cigarettes or other flammable material in any park area. Occupancy levels must be adhered to at all times during events in City facilities. Emergency exits must remain accessible. Items cannot be stacked or placed in front of Emergency Exits.
11. **Alcoholic Beverages and Tobacco:** Smoking is not allowed inside City facilities. Consumption and/or sell of alcoholic beverages must be approved by City Council. A temporary alcohol permit must be obtained from the City at least 30 days prior to event date.
12. **Sports:** Sporting activities are allowed only in designated playing areas/fields.
13. **Restroom and Kitchen:** Cooperate in keeping the restrooms in a neat and sanitary condition. Restrooms and Kitchen must be cleaned at the end of event.
14. Please report accidents or suspicious activities to a Police officer. In an emergency, please call 911.

**Persons violating the above rules shall be subject to arrest and, upon conviction, shall be subject to an appropriate fine or prison sentence.**

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## Rental and Deposit Fee Schedule

### **Deposit:**

A security and cleaning deposit of \$75 is due with application. Deposits made by separate check will be held until after event and returned to applicant if facility is left in pre-event condition.

### **Facility Rental Fee:**

Kynette Neighborhood Community Center Building	\$20/hour with a 3-hour minimum or \$150 for full day rental
American Legion Hall Building	\$150
City Hall Building	\$150

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## Facility Reservation Agreement

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The City reserves the right to allocate rental time based on the number of requests and the time requested. Renters are solely responsible and answerable financially for any and all accidents or injuries to persons or property resulting from their use of Forsyth's facilities. Renters are responsible for the control and supervision of all people in attendance at their event. If there are violations of the Rules and Requirements during your event, the function will be stopped and everyone will be forced to leave immediately. The City reserves the right to deny future rentals if the rules and procedures are not followed.

**Responsibilities: All persons using, renting, or reserving the City of Forsyth facilities and equipment must observe the following rules and requirements:**

**Payment:** The rental fee and security deposit for City facilities must be paid in full with the completed reservation application. Partial payments will not be accepted.

- **Return of Security Deposit.** The security deposit will be returned to the person who signed the check or money order within five (5) business days following the event, if no damage is found. If damages are present and/or the building is not cleaned immediately after the event, the cost for cleaning and/or repairing the facility will be the sole responsibility of the renter. If the damage exceeds the security deposit, the renter will be invoiced the balance of the cost. This paragraph does not preclude criminal sanction for damage to property.
- **Attendance Capacity:** Events may **NOT** exceed the maximum capacity. Penalties can include but are not limited to shutting down event, charges to the security deposit and/or Fire Department notification.

**Cancellation Fee:** Cancellations on reservation must be made at least 48 hours prior to the date reserved in order to receive a full refund. Only 50% of the rental fee will be refunded for cancellation less than 48 hours in advance of event.

**Animals:** No *pets* or *animals* are permitted inside the buildings (exception-service animal for person with disability).

**Parking:** Facilities reservations do not include reserved parking. The renter and all guests must park in those areas designated by the appropriate signs as vehicle parking areas or in marked parking spaces.

**Cleaning:** The renter is responsible for leaving the facility in pre-event condition.

- This includes removing decorations, returning tables and chairs to their original location, wiping off tables and chairs, picking up trash and placing in the dumpsters, sweeping floors and mopping up spills.
- The security deposit will not be refunded if the building is left in an unclean condition.

**Alcohol:** The presence and consumption of alcohol, without proper permit, is strictly prohibited. It is the renter's responsibility to inform guests of this rule.

**Tobacco:** Smoking is not permitted within any of the City of Forsyth's facilities.

**Decorations:** Only freestanding decorations are permitted. All decorations must be flame retardant and cannot be placed on floors or painted surfaces. The renter may not **affix anything** using tacks, nails, staples, or tape to the ceiling, walls, doors or windows. Use of such items will be considered damage to the building. Storage for decorations is not available either before or after the event.

**Tables/Chairs:** A limited number of tables and chairs are available at each facility. No tables or chairs are to be removed from the building. The renter is responsible for setting up and taking down the tables and chairs. Failure to take down will result in forfeiture of the security deposit. If the renter required additional tables and chairs than what is available at the facility, then it is the responsibility of the renter to obtain the items required from an outside vendor.

**Loud Music:** Loud music, obscene language, or boisterous behavior breaching the public peace is not permitted and will result in the event being shut down, and the security deposit will not be refunded.

**Special Equipment** (electrical equipment, lighting, platforms): Special equipment requires prior approval. Approval is required for the use of amplified music and sound systems (including disc jockeys, karaoke machines and large music systems). Insurance and security will be required for these events.

**Fire and Building Safety:** Events may not exceed the maximum capacity of the facilities in which they are located. Fire exits, extinguishers, alarms, and any other safety equipment may not be blocked.

**Departing:** Facilities must be cleaned and vacated by the departure time specified on the rental application or there will be a deduction or forfeiture of the security deposit.

**Liability:** The City of Forsyth assumes no liability for the renter's use of the equipment or facility. As a condition of use of the equipment or facility, the applicant shall hold the City harmless from any claim or liability arising out of any activity or conduct of the renter while using the equipment or facility.

**Damages:** Any and all damages to the facilities, equipment, and other City of Forsyth property, while being used by the renter, will be the responsibility of the renter and payable in full to the City of Forsyth.

The undersigned, both individually and on behalf of the above named applicant, agrees to indemnify, defend and hold the City of Forsyth and its officers, employees and agents harmless and free from any liability of any nature, including, but not limited to, liability for damage or injury to any persons or property, costs and attorney's fees, arising out of or in connection with the use of City facilities regardless of whether the City was actively or passively negligent, either solely or contributory in connection with such liability. I certify that I have received, read, and agree to abide by all rules and regulations outlined in the FACILITIES RESERVATION AGREEMENT.

Print Name \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Responsible Party \_\_\_\_\_

**For Office Use Only**

Check Facility	Security Deposit	Reservation Fee	Total payment received: \$		
American Legion Hall	\$	\$	Cash	Check	Credit Card
City Hall Annex Building	\$	\$	Date Payment Received: Date Application Received:		
Kynette Neighborhood Community Center Building	\$	\$	Approved Not Applicable		