

Facility Reservation Application

Procedures

The park facilities, including the pavilions and ball field, 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 reserve, 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 S. Kimball Street in 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.

Applicant Information			
Name:			
Drivers License Number:			
Address:			
Phone Number:		Cell Number, if different:	
E-Mail Address:		Are you a resident of Forsyth?	
Alternative Contact Person:		Phone Number:	

Please check the facility being reserved:	
<input type="checkbox"/> Pavilion at Kynette Park (No Fee)	<input type="checkbox"/> Pavilion at Milledge Park (No Fee)
<input type="checkbox"/> Pavilion at Country Club Park - Large (No Fee)	<input type="checkbox"/> Ball Field at Kynette Park (No Fee)
<input type="checkbox"/> Pavilion at Country Club Park – Small (No Fee)	<input type="checkbox"/> Pavilion at Lee Street Park (No Fee)

Desired Date of Use: _____

Desired Hours of Use: _____

Expected Number of Guests: _____

Special Activities or Needs: _____

Public Park Guidelines

The City of Forsyth invites you and your family to spend a day at the park. We strive to provide our residents with well-maintained, safe grounds and buildings to use for recreational purposes. The City of Forsyth has six parks open to the public: Country Club, Hill Street Park, Kynette Park, Lee Street Park, Milledge Circle Park, and Parks Circle.

Each of the parks are open to the general public from 8:00 a.m. - 10:00 p.m. The pavilions and ball field may be reserved for specific events but are generally open to the public on a first come, first served basis.

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

Park Features and Facilities							
Hours: 8:00 a.m. – 10:00 p.m.							
	Playground	Restroom	Pavilion	Basketball Court	Ball Field	Splashpad and Skatepark	Arboretum
Country Club Park	•	•	•			•	
Hill Street Park	•			•			
Kynette Park	•	•	•	•	•		
Lee Street Park		•	•				
Milledge Circle Park	•		•				
Parks Circle							•

General Rules and Regulations

Rather than attempting to outline all of the many activities and uses which can be undertaken in the Park, 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 of the Park by others.

1. **Laws:** All individuals and groups when entering the Park grounds 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 Forsyth City Parks and Facilities.
2. **Hours of Operation:** Parks are open to the public every day of the year from 8:00 a.m. to 10:00 p.m., unless otherwise posted.
3. **After Hours:** Overnight parking, walking, sleeping, and camping by individuals or groups is prohibited within the confines of the Park, except upon special written permission being obtained from the City of Forsyth.
4. **Vandalism:** It is prohibited to deface, injure, move or remove any sign, notice, property, structure, tables, chairs and playgrounds, placed by the City within the Park.
5. **Solicitation:** No solicitation, vending, advertising or sign posting is allowed in the parks, except by special permission of the City.
6. **Sales:** No individuals or groups will be permitted to purchase or sell any food, drinks or novelties within the confines of the Park, unless approved in writing by City of Forsyth and Health Department.
7. **Litter:** It is prohibited to drop, throw, scatter, or leave upon any part of the Park any type of litter, except in receptacles provided for such purpose.
8. **Parking and Vehicles:** It is prohibited to drive or propel any motor vehicle at a greater speed than that posted in Park areas, or to drive or propel any 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 of the parks.
9. **Music:** Loud music, obscene language, or boisterous behavior breaching the public peace is not permitted.
10. **Pets:** Dogs and other pets must be on a leash and under the control of the owner. Place pet waste in trash receptacles only. If trash receptacles are not provided, take your refuse with you. Never dump or deposit trash on any park lands.
11. **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.
12. **Alcoholic Beverages and Tobacco:** Alcoholic beverages and smoking are prohibited in the parks.
13. **Sports:** Sporting activities are allowed only in designated playing areas/fields.
14. **Restrooms:** Cooperate in keeping the restrooms in a neat and sanitary condition.
15. **Emergency:** Please report accidents or suspicious activities to a Police officer. In an emergency, please call 911.
16. **Park Visitors:** Please respect other park visitors.

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

Facility Reservation Agreement

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 parks and 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:

- ___ **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 park or 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.
- ___ **Alcohol:** The presence and consumption of alcohol on park grounds is strictly prohibited.
- ___ **Tobacco:** Smoking is not permitted within any of the City of Forsyth's parks or 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.
- ___ **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.
- ___ **Departing:** Parks and 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 _____

Signature of Responsible Party _____

Date: ___/___/___

For Office Use Only

Check Facility being Reserved:		
<input type="checkbox"/> Kynette Park Pavilion		
<input type="checkbox"/> Kynette Park Ball Field		
<input type="checkbox"/> Lee Street Pavilion		
<input type="checkbox"/> Lee Street Bathroom		
<input type="checkbox"/> Country Club Pavilion _____ Large Pavilion _____ Small Pavilion		
<input type="checkbox"/> Milledge Circle Park Pavilion		