Date of Application: _____ Date of Event: _____

Tucker Recreation Department
4898 Lavista Rd
Tucker, GA30084

Approved Y/N

TRC Facility Rental Form

Renter Information

Individual Reserving Facility:_____DOB:_____

Organization: _____ Relationship to Organization: _____

Billing Address: _____

Contact Number (s): _____ Cellphone #: _____

Contact e-mail (s): _____

Event Information

Type of Event: _____

Date: _____ Time: _____ Estimated # of people attending: _____

Rental area: (*Check one*): ( ) Small Event Room ( ) Large Event Room

( ) Auditorium ( ) Auditorium with Stage

( ) Single Court ( ) Both Courts

Fees (Staff Only)

- Rental Fee: $_____ Deposit: $_____ Additional: $_____

*Description of additional fees:

*Staff needed outside regular hours (Y/N) _____ # needed _____ hours needed _____

*Security needed (Y/N) _____ # needed _____ hours needed _____

*Setup/Cleanup needed _____

Total: _____

Total Due for Reservation (Deposit + 50% Rental Fee): _____ Check ( ) Credit Card ( )

Remaining Balance: _____

Remaining Balance Due Date: _____

Room #: _____

Date of Application: _____ Date of Event: _____

Chairs:	_____
Rectangular Tables:	_____
Round Tables	_____

Above is the requested set-up of rental location:

By signing below, the renter expressly agrees that they have read, understand, and will comply with the following and attached **"TRC Rental Procedures and Policies"** which incorporated in, and made a part of this '**TRC Facility Rental Form'**.

Printed Name of Renter: _____

Signature of Renter: _____ Date: _____

Tucker Representative Signature: _____ Date: _____

TRC Manager Signature: _____ Date: _____

☐ Approved ☐ Declined

Date of Refund: _____

Receipt #: _____

Date of Application: _____ Date of Event: _____

TRC Rental Procedures and Policies

Rental Sizes and Rates:

Room	Rental Rate	Security Fee
Standard Room (up to 25 people)	$40 for 1st hr; $20/hr thereafter	Contact Dekalb County Police for Rates Tucker Precinct: 678- 937-5301 Dekalb County: 404-286-7900 **Required when serving alcohol Afterhours must be approved by management.
Large Room (Up to 50 people)	$80 for 1st hr; $40/ hr thereafter	
Auditorium (up to 150 people)	$120 for 1st hr ; $60/hr thereafter	
Gymnasium	$150 for 1st hr; $75/hr thereafter	
Afterhours Staff Fee	$25/hr	

Deposits and Payment Procedures:

Standard Room - $50 **Large Room**- $100 **Auditorium** - $200 **Gym-** $200/ court

Rental contract must be signed no less than **14 calendar days** prior to the date of the event. If an event is scheduled **14 calendar days prior to the event**, then the deposit and fees must be paid in full by credit card or money order; personal checks and cash will not be accepted. No event will be scheduled until the deposit and 50% of rental fees are collected. **Deposits** will be refunded after the facility has been inspected by the Parks and Recreation Department, within **10 business days** of the event. If fees in excess of deposit are owed due to damage they will billed to the renter and due within 10 business days. City business has priority and may occur with little notice and will displace renter. The renter understands this and agrees to be prepared to make other arrangements should City business priority events occur. If renter is displaced due to City business, the renter will be refunded 100% of all fees.

Rental Policies:

The City of Tucker reserves the right to refuse any proposed use of any City facility that may be detrimental to the health, welfare, or safety of the inhabitants of the City of Tucker or the public at large, or in the interest of preservation of Park property.

You must be at least 21 years of age to rent City of Tucker Parks and Recreation property. Renter agrees to abide by all Federal, State, and local laws and ordinances while on Park property.

The renter or contact person identified in this contract agrees to be present for the entirety of the function, or the deposit will be forfeited.

Date of Application: _____ Date of Event: _____

To ensure that setup needs are met in a timely manner, rental applicants are required to provide a detailed floor plan. Staff members of the TRC will set up the approved tables and chairs for the event according to the floor plan. If the floor plan is not received prior to the event, the City personnel will setup the room according to the estimated attendance indicated on the rental agreement.

Trash is to be placed in outside garbage skids or risk losing a portion of the deposit.

Rentals are exclusively for the use of the indicated room and for the time indicated on the contract.

All tobacco use is prohibited in all City of Tucker indoor facilities and all Park property except where allowed.

City Ordinances prohibit alcoholic beverages anywhere on park property except for permitted use. If alcohol is permitted; then State, local, and county laws regarding alcohol will prevail. If the sale of alcohol use is permitted, the renter is responsible for contacting Dekalb County Police Department to procure an officer to be on site during the event. A copy of the receipt for a DeKalb County Police Department is required at your final payment. Failure to have an officer on premise when selling alcohol will close your event immediately and is a violation of this contract; which will result in loss of deposit.

Open fires are not allowed on Tucker Recreation Center Property.

No decorations or temporary fixtures may be affixed to the building or any architectural feature with nails, tacks, staples, or any application that will cause irreversible damage. Tape is not permitted on any walls, glass or fixtures. Acceptable material to use to hang decorations includes magic tape, sticky putty, and dots. No decorations are to be hung from the ceiling. No inflatables/bounce houses will be allowed inside the building.

Indoor sound will not exceed normal music levels for indoor facilities and is subject to city ordinances regarding noise regulation. Each facility has required limitations and building capacities, which will determine use.

Vehicles must park in designated parking spaces in the parking lots only. Vehicles are not permitted in unauthorized areas.

Room Usage Policy

Room rentals (standard, large, and auditorium) may be made Monday through Thursday from 9am to 9pm, Friday & Saturday from 9am to 11pm. Rental time should include your time needed for set-up and take down of event. All public access areas, entrances, exits, corridors, doorways, and/or other exits shall not be impeded or obstructed by the renter or renter's guests. All unsafe conditions or activities will be terminated immediately. The City of Tucker reserves the right to remove any objectionable, disorderly, or disruptive persons from the facility.

Date of Application: _____ Date of Event: _____

Gymnasium Usage Policy

To primary use of the Gym at Tucker Recreation Center is to provide citizens of Tucker and it's surrounding areas more opportunities for indoor recreation including open gym and league play. During public open gym, any paid member with good standing can utilize the gymnasium. However, individuals may request use of the gym for non-City sponsored activity only if the event or activity does not interfere with previously scheduled activities or events. All rental proposals **must be submitted no less than fourteen (14) days before proposed rental** date and parties must submitted a completed **"TRC Facility Rental Form".** Parties will be contacted within 24-72 hours to be informed of the status of their request.

Gymnasium Rules

- No vulgar language or profanity
- No fighting or spitting
- Shirts and appropriate footwear required (No cleats or marking soles allowed!)
- No full court play outside of designated times
- No dunking or hanging from the rims or nets
- No food or drinks (Water/sports drinks in plastic bottle permitted)
- Pick up after yourself
- Respect the facility, equipment, and others is a must
- Children under the age of twelve (12) must be supervised
- No smoking inside facility
- Unauthorized use of equipment is prohibited
- No outside equipment is allowed
- All equipment must be checked out, cared for, and promptly returned

Any violations of one or more of these rules, or any behavior that TRC Staff deems inappropriate, may result in immediate removal from the facility and/or further disciplinary action including police involvement and banned status.

Waiver:

The above-named renter hereby releases and hold harmless the City of Tucker with respect to any claims, losses, damages, cost or injuries caused by or in any way resulting from the activities of the renter in connection with classes conducted by the Parks and Recreation Department of the City of Tucker. The above-named renter further agrees to indemnify and hold the City harmless with respect to any claims, losses, damages, cost or injuries caused by or in

any way or to any participant resulting from the activities of the above named renter while participating in the above named class sponsored by the City of Tucker Parks and Recreation Department and the renter will defend the City against any such claim, suit or cause of action brought by anyone against the City as a result of actions of the above named renter while participating in the above-referenced rental.

The renter, under this contract, agrees to reimburse the City for any and all expenditures arising out of the injury, damage, destruction, defacement, removal, severance, or any other damage or injury to City property. In the event the deposit amount is insufficient to pay the necessary costs to repair or replace the City property, the renter shall be responsible for, and agrees to pay for, all additional charges and expenses, which shall be billed to renter. In addition, the City may also issue citations for any violations of **Code of Ordinances of the City of Tucker** and/or the applicable provisions of the Criminal Code of Georgia, which set forth that is unlawful for any person to injure, damage, mar, destroy, deface, remove, sever, pull down, set fire to, or carry away City property. The City retains any and all civil and criminal rights and remedies that it may possess in order to enforce any provision in this contract.

The renter agrees to indemnify and hold the City of Tucker harmless with respect to any claims, losses, damages, costs, expenses (including attorney's fees) or other injuries caused by, or any way resulting from the activities of the renter, its agents and employees, or city agents or employees on City property or otherwise pursuant to this contract; and the renter will rent at the renter's own cost and expense, including attorneys' fees incurred defending the City of Tucker against all actions and causes of action brought by anyone with respect to the aforesaid.

Cancellation: Reservations must be cancelled before 15 days of the event to receive 100% of your deposit. 14-8 days before the event 50% of your deposit is refundable and no refund will be made within 7 days of the event.

Confirmation: The above-named renter verifies to the best of their knowledge that all information on this contract is correct. The renter has read and agreed to all of conditions of this contract, including all fees indicated, and all of the attached **"TRC Rental Procedures and Policies."** Any violation(s) may result in the revocation of any and all current and future privileges and use of City facilities. The renter agrees to cover all fees associated with the rental, including additional fees added after use which shall be determined by the City, at the time of reservation is requested and the contract is signed.