

City of Kingsland Georgia

Municipal Facility Use & Rental Request Form



APPLICANT CONTACT INFORMATION

Contact Person: _____ Contact Phone: _____

Organization: _____ Email: _____

Address: _____ City/ST/Zip: _____

Date to Reserve Facility: _____ # of People Attending: _____

Arrival Time: _____ Departure Time: _____ Length of Time to be Used: _____

Describe Purpose / Use / Event (i.e., Meeting, Wedding, Reception, Social Event, etc.): _____

Will there be food served on-site? ☐ YES ☐ NO Will there be any other on-site sales? ☐ YES ☐ NO

Choose Facility/Location: (Check All That Apply)

Rental Fees

☐ **Kingsland Lions Park Pavilion**
583 S Grove Blvd, Kingsland, GA 31548

No Fee

☐ **Lions Park Ball Fields**
583 S Grove Blvd, Kingsland, GA 31548
(Field 1)

\$25.00 per hour (Non-refundable)
(\$100 per hour for Field Light Usage)

☐ **Lions Park Ball Fields**
583 S Grove Blvd, Kingsland, GA 31548
(Field 2)

\$25.00 per hour (Non-refundable)
(\$100 per hour for Field Light Usage)

☐ **Lions Park Ball Fields**
583 S Grove Blvd, Kingsland, GA 31548
(Field 3)

\$25.00 per hour (Non-refundable)
(\$100 per hour for Field Light Usage)

☐ **Lions Park Ball Fields**
583 S Grove Blvd, Kingsland, GA 31548
(Field 4)

\$25.00 per hour
(\$100 per hour for Field Light Usage)

☐ **Little Catfish Creek Park**
964 S Lee St, Kingsland, GA 31548

No Fee

☐ **Veterans Park**
107 S Orange Edwards Blvd, Kingsland, GA 31548

No Fee

FEES & DEPOSITS

Facility Reserved: _____ Non-refundable \$ _____

Ball Field Reserved: _____ Non-refundable \$45.00 X _____ (# of fields) \$ _____

Lights for Ball Field Reserved: _____ Non-refundable \$100.00 X _____ (# of hours) \$ _____

Total Amount Required to Reserve

\$ _____

Checks, Money Orders & Credit Cards are Accepted

For Credit Card Payments: Add 3% Fee for Processing

Once application is Approved you will be invoiced to the email address provided on your application.

PAGE ACKNOWLEDGEMENT:

Applicant Printed Name

Applicant Signature

Date

City of Kingsland Georgia

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GENERAL RULES & REGULATIONS

Request Forms should be submitted at least 45 business days in advance of the date facility is requested to ensure adequate processing time. A copy of the applicant's government issued ID is required before any reservation request will be processed. Reservations may be made no more than 6 months in advance. Submitted forms including applicant's signature, accompanying payment, and copy of applicant's driver's license should be submitted to:

City of Kingsland, Attn: Facility Rental Forms P.O. Box 250 Kingsland GA 31548

Facility usage permit restricts areas of the building to be used. The only areas of the facility that are allowed for use are the specific areas approved in the Municipal Facility Use & Rental Request Form, restrooms, parking lot, outside courtyard, and rear outside lawn. Use or accessing of unauthorized areas may result in trespassing fines.

Details regarding access to the facility will be provided to the applicant upon approval of the facility usage request. Keys to the facility may be provided, as well as alarm codes. Do not enter the facility on a day/time other than approved on the Municipal Facility Usage Request Form without prior written authorization. Accessing the building outside of the approved reserved time may result in trespassing fines.

Special preparations for facility usage (such as setting up tables, extra moving, cleaning, etc.) will be the responsibility of the applicant. Expenses for such preparation will be the responsibility of the applicant. Under no circumstances shall such preparations permanently alter or deface any area of the facility. In this regard, decorations which require the use of fasteners (such as nails or staples) are strictly prohibited and will result in forfeiture of future facility request.

Clean-up for facility usage shall be the responsibility of the applicant, as well as the cost of any damages that might occur. A security deposit of \$100.00 is required for use of the facility. Failure to properly clean-up and properly dispose of all trash may result in forfeiture of deposit refund. This includes the kitchen area, restrooms, all outside trash, flower petals, sparklers, outside décor, food, cigarette butts, etc.

- **No Alcohol:** Alcohol is **not allowed anywhere** on the premises, including the kitchen, inside rooms, or outdoor areas. Violation of this policy will result in immediate termination of the event and forfeiture of the security deposit.
- **NO SMOKING** inside of the facility – **NO EXCEPTIONS** (*Smokers may smoke outside in designated areas ONLY and should discard their cigarette butts in the appropriate containers located outside*). This will result in automatic forfeiture of deposit refund.
- LED candles **ONLY** are allowed inside the building. Real wax candles are **NOT** allowed inside the facility. Sparklers are allowed outside only. This will result in automatic forfeiture of deposit refund.

The applicant is responsible for securing the entire building when the event is over. The applicant is responsible for turning off lights, closing windows and locking the building at the conclusion of the event. Failure to properly secure the facility may result in future use forfeiture.

Vending on city property is not allowed without special authorization. Additionally, any use of city property which requires an admission fee/charge or ticketed event must be fully disclosed on the permit request and pay applicable required fees. To obtain authorization, please submit a [SPECIAL EVENT/ ASSEMBLY PERMIT REQUEST](#) form. Please note that this permit may take up to 30 days for processing.

Any animal on city property should be on a leash and the owner shall be responsible for the removal of any excreta deposited. All service animals are allowed on the premises.

The use of radios, televisions, boom boxes, etc. should comply with the City's Noise Ordinance, [Sec. 14-8. - Use of sound amplifiers prohibited](#)

Defacing or removal of any city property is prohibited and will be strictly enforced.

For the safety of all, no motorized or self-propelled vehicles (bicycles, skateboards, scooters, skates, etc.) are to be used on the parking lot, interior courtyard area or walkways.

PAGE ACKNOWLEDGEMENT:

Applicant Printed Name

Applicant Signature

Date

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CANCELLATION & REFUND POLICY

Recreation League due to recreation league scheduling demands and inclement weather, recreation league teams will have priority use of athletic fields during their active season, even if the field has been previously reserved by another party.

15 Business Days Prior to Reservation

By providing written notice of cancellation at least ten (10) business days prior to the date of use, a FULL REFUND of the rental/administration will be issued.

5 Business Days Prior To Reservation

By providing written notice of cancellation at least three (3) business days prior to the date of use, a PARTIAL REFUND (50%) of the rental/administration fee will be issued.

Less than 5 Business Days Prior To Reservations

NO REFUNDS will be issued if you cancel a reservation with less than three (3) business days' notice prior to the event.

Organized Groups are required to provide a Certificate of Insurance with a minimum coverage of one million dollars (\$1,000,000) to utilize the ball fields.

AGREEMENT & ACCEPTANCE

**** By signing below, the signer agrees that they have read, understood, and agree to abide by all facility usage rules, from sections: GENERAL RULES & REGULATIONS, CANCELLATION & REFUND POLICY and will adhere to all local and county ordinances. Failure to follow guidelines put forth can result in removal from facility.***

Applicant Printed Name

Applicant Signature

Date

FOR OFFICE USE ONLY

Received By: _____ Date Received: _____

Facility Available During Request Time?

☐ YES

☐ NO

Staff Comments:

AUTHORIZING SIGNATURE

City Manager Comments:

☐ Approved

☐ Disapproved

City Manager Signature

Date

PAGE ACKNOWLEDGEMENT:

Applicant Printed Name

Applicant Signature

Date