



Lumpkin County Parks & Recreation

365 Riley Road, Dahlonega GA 30533

706-864-3622

Facility Use Agreement

Contact Information

Name: _____

Address: _____

County of Residence: _____

Phone: _____ Email: _____

Event Information

Circle Location: Community Center Community House Timken Pavilion

Community Center - Circle Desired Room(s):

Heritage A	Heritage B	Heritage Main	Gymnasium
Art Room	Conference Room	Dance Room	Kitchen
Activity A	Activity B	Activity Main	

Type of Event: _____

Details: _____

Event Date: _____ Arrival Time: _____ Departure Time: _____

**Rentable Hours: Mon.-Fri. – 8:00AM-8:00PM Sat.-Sun. – Dependent on Events*

-----Office Use Only-----

Deposit Paid Non-Profit Total Remaining: \$ _____ Paid in Full

Note: _____

Employee Signature: _____ Date: _____



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Facility Rental Policy

The following Facility Rental Policy pertains to all Lumpkin County Parks & Recreation facilities:

- Community Center, including all rooms and the gymnasium
 - Address: 365 Riley Road, Dahlonega, Ga 30533
- Community House
 - Address: 111 N. Park Street, Dahlonega, Ga 30533
- Yahoola Creek Park, including the Timken Pavilion and all fields
 - Address: 1166 Captain McDonald Road, Dahlonega, Ga 30533

General

1. All renters must complete a Facility Use Agreement form.
2. A **\$100.00 security deposit** is due at the time of the reservation for the Community Center and Community House. It is the renter's responsibility to perform a walk through to identify any prior damages, irregularities, etc. Failure to do so forfeits the renter's case against damages found after the rental. A post-walk through will occur after the rental to determine damages or discuss any issues. The deposit will be refunded if the following conditions are met: the facility is left clean and in order, there are no damages, and the facility is only used for the time specified in the Facility Use Agreement.
3. Facility rentals can be requested in person or over the phone. Reservations will be put on hold for 48 hours, during which the signed Facility Use Agreement and deposit must be submitted in person to the Community Center at 365 Riley Road, Dahlonega, Ga 30533. Failure to do so may result in a forfeit of the rental.
4. To secure a rental at the Timken Pavilion, full payment is due at time of reservation.
5. Keys to the Community House are signed out at the Community Center on the day of, or day prior to, the rental date. The keys must be returned immediately following the rental.
6. If a non-profit organization, verification may be requested.
7. Private or group instruction for monetary gain must be approved by the LCPR Director.
8. It is the renter's responsibility to report any damages or dissatisfactions to LCPR staff.
9. Alcohol and tobacco products are prohibited on LCPR property.
10. Pets/animals are prohibited indoors. Service animals are permitted.
11. Refunds will only be given for cancellations made at least ten (10) days prior to the set rental date.



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Facility Preparation and Use

1. Outdoor pavilions and fields are rented “as-is,” meaning additional tables and chairs are not available for the rental and will be the responsibility of the renter to provide.
2. Tables and chairs are available for indoor rentals on a first-come, first-served basis. Renter should request the specific number of tables and chairs at time of confirming reservation.
3. Decorations/Other
 - a. Wall and ceiling decorations are not allowed. Non-permanent floor and table decorations are allowed.
 - b. Glitter and confetti are prohibited.
 - c. Play-doh is not allowed in our carpeted rooms, only in the art room with tiled floor.
4. Separate guidelines are posted in the kitchen, if used.
5. Music must not be played loud enough as to disturb other renters.
6. Renter is expected to wipe down tables, remove all decorations, and pick up any trash. A vacuum and broom are available for use.

Authorization

The undersigned hereby indemnifies and holds harmless the Lumpkin County Parks & Recreation Department, including their employees and any affiliated organizations, from and against all injuries, damages, claims, actions, causes of action, liability (including liability for negligence), and expenses (including without limitation reasonable attorney’s fees) arising from, or in any manner connected with, the rental and use of said facility by the undersigned.

I understand that my reservation is not complete until the deposit is paid and the Facility Use Agreement has been read, signed, returned, and then approved by Lumpkin County Parks & Recreation. By signing below, I am confirming the above information to be correct, and that I have read, understood, and been given a copy of the facility rental procedures, and agree to abide by them.

Renter’s Signature: _____ Date: _____



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Community Center Facility Set-Up

Number of Chairs: _____ Available: 185

Number of Round Tables: _____ Available: 25

Number of Rectangular Tables: _____ Available: 18

Number of Black Tablecloths (\$3.00/each): _____

Additional (check box if needed): P.A./Music System Projector and Screen

Layout for Set-Up: