



City of Fairburn Parks & Recreation Department
Pavilion Rental Check List

Location: _____ **Date:** _____

It is the responsibility of the renter to return the Pavilion to its original condition. The following checklist is used to evaluate the return of the renter's deposit. If you have any concerns or problems with the Pavilion, please make notation on the bottom of the checklist or contact the Parks & Recreation Department at 770-964-2244 ext. 134. If you encounter problems during your event outside operation hours, please call 678-218-8629.

_____ Trash is to be removed from all areas of the Pavilion. A dumpster is located on the south end of the parking lot

_____ Picnic tables are all under the pavilion

_____ No vandalism to the picnic tables, benches, posts of the pavilion or other equipment at or near the pavilion.

_____ Decorations and banners are removed from pavilion and areas near the pavilion

_____ Pavilion is free of debris (including beverage cans & other trash)

Arrival time: _____ **Departure time:** _____

Failure to comply with Duncan Park policies and checklist will result in the loss of your damage deposit. If the renter damages, vandalizes, or destroys any property of the Pavilion, this will also be charged to the renter.

Department of Parks & Recreation
149 SW Broad Street
Fairburn, GA 30213
770-964-2244 ext.450