

City of Fairburn Facility Reservation Policies and Procedures

The City of Fairburn facilities are available for rent to residents, non-residents, corporations, organizations, schools, and clubs, provided that such rentals do not interfere with regular scheduling or city-sponsored special events. All rental requests are subject to approval by the Director of Parks and Recreation, and are subject to the following terms and conditions:

The renter must be 21 years of age or older at the time of the reservation request.

Unless approved by the Director of Parks and Recreation, due consideration to City staffing needs and requirements, no reservation shall be accepted 14 days prior to the usage date.

The City of Fairburn reserves the right to cancel, deny, or modify facility usage by any group or person whose intended use of City facilities, at the discretion of the Director of Parks and Recreation, would create an unreasonable public safety risk or exposure to legal liability, or whose intended use is inappropriate or inconsistent with the City of Fairburn's missions or objectives.

Rental Fee Policy:

- **Payment Deadline:** All rental fees must be paid in full no later than thirty (30) days before the event date. Reservation may be canceled for failure to pay remaining balance.
- **Late Reservations:** For reservations made within thirty (30) days of the event, the full rental fee plus deposit is due at the time of booking.
- **Non-Refundable Fees:** All rental fees are non-refundable.
- **Reservation Changes:** Changes to your reservation can be made at no additional cost if requested at least fourteen (14) days before the event date.
- **Cancellations:** If a reservation is canceled within fourteen (14) days of the event date, both the security deposit and rental fees will be forfeited.

Security Deposit Policy:

1. **Payment Method:**
 - All security deposits must be made via **credit card** or **debit card**.
2. **Refund Processing:**
 - Approved refunds of security deposits will be processed back to the **original card** within **thirty (30) business days** after the event.
3. **Deductions:**
 - Deductions from the security deposit will be made for:
 - **Damage** to the facility or pavilion.
 - **Breach** of policies or procedures.
 - **Damage to or loss** of City property caused by the event
 - The renter will be **invoiced** for any damage that exceeds the security deposit amount.

Outdoor Facilities & Capacity:

Pavilions 1 – 150 ppl / 12 Picnic Tables

Pavilions 2 & 3 – 50 ppl / 6 Picnic Tables

Pavilions are available to rent in the morning from 9am-2pm and in the evening from 3pm-8pm

Family Reunions/Reservations with over 100 people must reserve both time slots for day

*Grass Football Field and Frankie Stage & Courtyard are available for rent through official request: To make a request email Parks & Recreation Director at Cscott@fairburn.com *

Indoor Facilities & Capacity:

Fairburn Youth Center Multipurpose Room – 50 ppl

Fairburn Youth Center Gymnasium – 80 pp

Fairburn Annex – 50 ppl

*To make a request for an indoor facility email Parks & Recreation Director at Cscott@fairburn.com *

Rental time includes set-up and clean -up (this includes time needed for set-up, removal of all personal items, breakdown of all equipment, etc.).

Certain event types may require off-duty Fairburn Police Officers. The City of Fairburn will assess each event to determine if officers are needed. It is mandatory for events with over 200 people or events accepting money to have City of Fairburn Police on-site.

All additional activities or services must be arranged 14 days prior to your event pending approval by our Parks and Recreation Manager, Jada Berry. Contact via email for special request jaberry@fairburn.com. This includes but is not limited to Bounce house, Slides, Basketball Goals, Dunking Tanks, Game Truck, etc.

Alcohol & Drug Use: A person may not consume, sell, distribute, or use alcoholic beverages or drugs while using a City of Fairburn facility.

Cleaning and Garbage Disposal Policy

1. Renter Responsibilities:

- Renters are responsible for cleaning the pavilion/facility after the event. This includes:
 - Removing all items brought into the pavilion or facility, including items in the refrigerator, stove, or microwave.
 - Properly disposing of trash in the on-site dumpsters.

2. Prohibited Items:

- Glass bottles and all other glassware are prohibited in City parks.
- Confetti

3. Security Deposit Forfeiture:

- Failure to remove trash or clean the facility will result in the forfeit of your \$100.00 security deposit.

4. Inspection and Refund Approval:

- To ensure your refund is approved, send pictures of the rental area at the end of your reservation. Include:
 - Your name
 - Pavilion number
 - Reservation date & time
 - Failure to submit pictures can result in a forfeit of the deposit.
- Send pictures to:
 - **Phone:** 678-218-8629
 - **Email:** Jaberry@fairburn.com

Decorations:

- Decorations requiring glue, tacks, or any materials that could damage posts, ceilings, fixtures, or tables are prohibited.
- All decorations must be removed by the end of the event.

Waste Disposal:

- Pouring food, oil, charcoal, or other materials onto grass or dirt is strictly prohibited.

Grills/Fryer Usage:

- Grills are permitted for rental usage only. All coal and waste from grills must be cleaned up and removed with proper disposal.

Conduct:

- Riotous, threatening, indecent behavior, or abusive, threatening, or obscene language is not allowed.
- Excessively loud music is prohibited.

Facility Use:

- Subleasing, assignment, or transfer of facility use is not permitted.
- The City does not provide storage for equipment or goods and assumes no liability for lost, stolen, or damaged items.
- Set-up time for equipment must begin during the approved rental period.

Weapons:

- No weapons of any kind are allowed in City facilities.

Advertising and Posting:

- Handbills, circulars, or any form of posting or advertising are prohibited without a City-issued permit.
- **Audible advertising devices** and **amplifiers** are prohibited without a permit.

Tents and Canopies:

- Pop-up canopies (10' x 10' or smaller) are allowed at Duncan Park by request.
- Larger canopies and tents require **written approval** from the City.
- Tents must be at least **12 feet away** from pavilions and the Duncan Park Pool & Splash Pad fence.
- To request tent approval, contact **Jada Berry** at **jaberry@fairburn.com**.

Animals:

- Animals must be on a leash and under control at all times.
- Owners must immediately clean up animal waste.
- Harassing, injuring, or disturbing wildlife and destroying bird eggs are prohibited.

Fishing:

- Fishing is permitted at Duncan Park with a valid State of Georgia fishing license.

Protection of Property:

- Do not damage, deface, or remove any tree, shrub, plant, rock, building, wall, fence, bench, sign, or structure.
- Do not mark or write on any park property.
- Climbing or standing on monuments, railings, or structures not meant for such use is prohibited.
- Cutting or removing wood, turf, grass, soil, rock, or gravel is not allowed.

Permitted Uses:

- The City of Fairburn facilities are designated for recreational, and event uses only.

Commerce and Sales:

- Selling or offering for sale any food, drink, or merchandise is prohibited without obtaining a permit from the city.
- Practicing, conducting, or soliciting any trade, business, or profession requires a permit.

Parking Rules:

- Street-side parking is not allowed.
- Vehicles must remain in designated parking lots.
- No grass parking. Parking on the grass will forfeit your deposit.