

# Cumming Recreation and Parks Department

## Rules and Regulations for Use of Meeting Rooms

Hours of Availability: Recreation Meeting Rooms

Monday – Friday: 7:00 am – 9:00 pm

Saturday: 7:00 am – 10:00 pm

Sunday: 1:00 pm – 9:00 pm

Rentals not available months of June – July or any official holiday.

The Cumming Recreation and Parks Department’s programs and special events have priority use of facilities.

### Rental Fees / Reservation Process:

Meeting Rooms are available in 2-hour blocks for 1- and 2-room reservations; 3- and 4-room reservations are available in half-day (4 hours) and full-day (8 hours) blocks only; Pavilions are available in 2-hour blocks; maximum booking of 8 hours daily.

Meeting Rooms can be opened up to provide one 70’ x 70’ room or divided by partitions into 4 35’ x 35’ rooms.

#### Rental Rates: 1 Room (35’ x 35’)

		W/ Food	W/ Sell of Goods or Tickets
2 hours:	\$100	\$120	\$140
4 hours:	\$175	\$210	\$245
6 hours:	\$225	\$270	\$315
8 hours:	\$275	\$330	\$385

#### Rental Rates: 2 Rooms (35’ x 70’)

		W/ Food	W/ Sell of Goods or Tickets
2 hours:	\$175	\$210	\$245
4 hours:	\$250	\$300	\$350
6 hours:	\$325	\$390	\$455
8 hours:	\$400	\$480	\$560

#### Rental Rates: 3 Rooms (35’ x 70’ + 35’)

		W/ Food	W/ Sell of Goods or Tickets
4 hours:	\$350	\$420	\$490
8 hours:	600	\$720	\$840

#### Rental Rates: 4 Rooms (70’ x 70’)

		W/ Food	W/ Sell of Goods or Tickets
4 hours:	\$500	\$600	\$700
8 hours:	\$800	\$960	\$1120

## **Rental Fees / Reservation Process (continued):**

Rental rates are available in three tiers:

- Tier 1: Specified space is rented without the serving of food or the selling of goods, services or admission tickets during the event.
- Tier 2: Specified space is rented allowing the serving of food (meals and/or appetizers) but without the selling of goods, services or admission tickets during the event.
- Tier 3: Specified space is rented for an event which will allow the selling of goods, services or admission tickets, with or without the serving of food.

Audio / Visual Equipment is available upon request; charge is \$100. No on-site technical support will be available during non-business hours. All technology should be tested for compatibility prior to the day of the event.

A security deposit of 50% of the total rental cost is required to book the reservation; the deposit will be refunded once the facility has been inspected and the exit check list has been reviewed. The security deposit is NOT applied to the reservation fee. Reservation fee must be paid in full 2 weeks prior to event. Any cancellation within two weeks prior to the event will result in a forfeiture of the deposit, but rental fee will be refunded. (Please allow 7 to 10 working days for refund of deposit to be processed.) Payments may be made via check, cash or credit card. The applicant must provide adequate supervision during the event and is responsible for the behavior of all guests. Youth groups, or rentals on behalf of youths, must have a minimum ratio of 1:10 adults to youths.

No reservations will be taken over the telephone and all fees must be paid before any reservation is finalized. All rentals must be made in person at the Cumming Recreation Department's offices at 437 Pilgrim Mill Road during normal business hours (Monday – Friday, 8:30 am – 4:30 pm). The person completing the rental contract must be at least 21 years of age and must be present during the event. The applicant must provide adequate supervision during the event and is responsible for the behavior of all guests.

Reservations are not taken more than 12 months in advance or less than one month prior to event. Reservations requested within one month of the event date will be handled on a case-by-case basis and will be dependent on staff availability.

Simultaneous bookings of 3-5 events will be eligible for a 15% discount of the total rental fee; simultaneous bookings of 6 or more events will be eligible for a 20% discount of the total rental fee. Due to the maintenance costs of City of Cumming rental facilities, there will be no other waiving or reduction of fees for any reason.

## **Rules, Regulations & Guidelines:**

The Recreation Department will be responsible for set-up and take-down of tables and chairs. A room setup diagram should be submitted at the time of the reservation. Access to the premises is limited to the start and end times listed on the Use Agreement; any time needed to prepare and decorate space as well as cleanup time must be accomplished during this time. Please refer to the Decorations Guidelines for a list of allowed and prohibited items and be sure all persons with setup and decorations are aware of rules and restrictions. The rental party is responsible for all clean-up inside and outside of chosen facility. Cleanup should include removal of all decorations; removal of all garbage to outside dumpster receptacle; damp wiping all tables and countertops. Should there be additional cleanup remaining after the rental group vacates the property, or any damage to facilities and/or equipment, party will forfeit its security deposit and could be denied the opportunity of any future reservations.

The total number of people using the rented space shall not exceed the capacity listed for the room. If use of the building and facility exceeds the agreement time stated in the reservation, renter shall forfeit the security deposit.

Applicant must advise Recreation Department if a caterer will be used. Rental parties are responsible for the caterer's time in the facility and use of equipment. While self-catering is permitted, only catering services with a food-handlers permit will be approved. Food should be delivered to the premises fully cooked and prepared to serve; the catering kitchen may not be used for cooking. Items such as roasters, ovens, microwaves, or other appliances for cooking / warming are not provided and are not permitted. Plastic containers to hold ice and keep beverages cold shall be leak proof and contain no more than 5 gallons of liquid.

Tablecloths, china and tableware are not available through the Recreation Department.

No alcohol without the appropriate approved application to serve alcohol or illicit drugs are allowed on City of Cumming property; smoking is not allowed in any City of Cumming facility. Violation of these prohibitions will result the immediate cancellation of the reservation and the denial of any future reservation requests.

The Recreation Department reserves the right to refuse rental of or use of facilities to groups or individuals who have previously used the facilities and left them in poor conditions or violated terms of the Rules and Regulations.

Facilities will not be rented to any party for more than 2 consecutive weeks.

# Cumming Recreation and Parks Department

## Facility Rental Decoration Guidelines

All decorations must be approved in advance of the event. Applicant must submit a decorating plan for pre-approval, and should do so before purchasing or renting any decorations.

### Considerations for the approval of decorations:

#### Safety:

- Decorations must be safe and not present a safety hazard. This includes, but is not limited to, blocking of doorways, hallways or exits, creating a potential fire hazard, emitting smoke or chemicals which may be harmful to occupants, set off smoke or fire alarms, or the use of substances that present a slip hazard.
- Temporary structures must not potentially cause injury to guests or Recreation property or equipment. Permissible temporary structures are to be made of lightweight materials or be constructed in such a manner to eliminate risk of injury or damage.
- Temporary stages are not permitted unless specifically approved. Platforms which are at or slightly above ground level may be allowed upon approval of the Recreation Department.

#### Cleanup:

- Decorations which are difficult or costly to clean up (such as glitter, confetti, writing or markings on floors or walls) are not permitted.

#### Damage:

- Decorations which may damage the premises are prohibited. This includes tacks and screws affixed to walls or floors, use of tape to secure decorations to walls or ceilings, leaning objects against facility walls, placing or sliding heavy objects across the floors or the use of pools or fountains which have the potential to leak water or other liquid. Tack strips may be used to hand/post documents, signs or decorations.

#### Decorations Permitted:

- Ribbons, flowers, vases, scattered flower blooms, crepe paper, fabric (such as tulle, etc.), blue painters tape, paper, cardboard, foam board, approved decorative lights, string, fishing line, balloons.
- Decorations are to be placed no higher than may be reached by use of a 6' step ladder. Standing on tables, chairs or other objects to place decorations is not allowed. No decorations may be hung from ceiling or light fixtures.
- Please consult Recreation Department personnel if you have any questions regarding decorations.

#### Materials, Items and Equipment Specifically Prohibited:

- Rice, birdseed, soap bubbles, slippery substances, glitter or any items/decorations with glitter applied, silly string, candles, glues, tacks, nails, screws, adhesive foam tape, tiki torches, fog machines, dry ice or other smoke-emitting devices.
- Propane tanks and other portable, flammable gases or materials are not permitted in the Building.
- Fountains, pools, animals, inflatable bouncing houses or trampolines are not permitted.

**Cumming Recreation Department  
Facility Rental Application**

Date of Event: \_\_\_\_\_ Time of Event: From \_\_\_\_\_ to \_\_\_\_\_

Facility Requested: \_\_\_\_\_

Type of Event (Birthday, Meeting, Banquet, etc): \_\_\_\_\_

Contact Person's Name: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Number of People Attending Event: \_\_\_\_\_

Will Event Be Catered: \_\_\_\_\_ Caterer: \_\_\_\_\_

Caterer's Food Handling Permit #: \_\_\_\_\_

Organization's Non-Profit ID # (if applicable): \_\_\_\_\_

***Please list any special requests on back.***

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*(For Recreation Department Use Only)*

Rental Fee: \_\_\_\_\_ Cash: \_\_\_\_\_ Check: \_\_\_\_\_

Credit Card # / Expiration: \_\_\_\_\_

Deposit: \_\_\_\_\_ Cash: \_\_\_\_\_ Check: \_\_\_\_\_

Credit Card # / Expiration: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Cumming Recreation Department  
Facility Use Agreement**

This agreement, made the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between the Cumming Recreation Department and (renter) \_\_\_\_\_

Facilities Rented Include (and Limited To): \_\_\_\_\_  
\_\_\_\_\_

The hours of rental (including setup and cleanup time) are from : \_\_\_\_\_ until \_\_\_\_\_ on (date) \_\_\_\_\_

Renter shall pay the rental sum of \$ \_\_\_\_\_, with a deposit of \_\_\_\_\_

Renter shall pay the deposit at the time of the reservation, and rental fee no later than two weeks prior to reservation date. Cancellation of reservation more than 2 weeks prior to rental date will result in a refund of any fees paid. Cancellation of reservation for any reason less than 2 weeks prior to rental date will result in forfeiture of deposit.

Renter SHALL NOT have the right to assign this agreement to any other person or entity.

I understand that the rules and regulations attached to this agreement, as well as the Decoration Guidelines, shall be incorporated into and made a part of this agreement, and the renter agrees to abide by all conditions stated therein.

I understand that illegal drugs are prohibited at Cumming Recreation and Parks Department facilities and that use of alcohol without authorized permit is also prohibited. Smoking is not allowed inside any City of Cumming facility, and that violation of these restrictions by the renter or any guests during the time of rental will result in the immediate cancellation of the event and could result in the denial of future rentals.

Renter shall, during the term of this agreement, fully protect, indemnify and hold the City of Cumming and the Cumming Recreation and Parks Department harmless from any and all claims, demands, actions, suits, judgements, liabilities, losses, costs and expenses (including reasonable attorneys' fees and expenses) of every kind and character arising, or alleged to arise, out of or in connection with any injury to, or the death of, any person or any damage to or loss of any property in any manner rowing out of or connected with, or alleged to grow out of or to be connected with, any act, omission, event, condition or casualty in connection with the event conducted on the premises or the use or occupancy of the premises by the Renter, their employees, agents, licensees or invitees, or causes by or resulting from, or alleged to be caused by or to result from, the negligence of other conduct by the Renter, their employees, agents, licensees or invitees.

I, the undersigned, have read, understand, and agree to everything in this rental agreement policy.

Renter's Name

(Print): \_\_\_\_\_

Renter's

Signature: \_\_\_\_\_ Date: \_\_\_\_\_