



## Rental Policy & Use Agreement

### Athletic Facilities

Alpharetta Recreation, Parks and Cultural Services Department (ARPCS) Athletic Facility Rental Policies and Schedule of Fees are applicable for all athletic facility rentals and are available for review upon request.

Please fill out this form in its entirety; incomplete applications will not be accepted.

**DATE(S)/TIME:** \_\_\_\_\_

**PARK:** \_\_\_ North Park \_\_\_ Wills Park \_\_\_ Webb Bridge \_\_\_ Union Hill \_\_\_ Innovation Academy

**AMENITY:** \_\_\_ Softball Field \_\_\_ Baseball Field \_\_\_ Rectangular Field \_\_\_ Open Field (Cricket)  
\_\_\_ Tennis Court \_\_\_ Pickleball Court \_\_\_ Other \_\_\_\_\_

**ACTIVITY:** \_\_\_\_\_

Group/Company Name: \_\_\_\_\_

Contact: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Secondary Phone: \_\_\_\_\_

Email: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Credit Card: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ Sec. Code \_\_\_\_\_

Event Name: \_\_\_\_\_

Participant Age Group: \_\_\_\_\_ Total # Participants: \_\_\_\_\_

#### **FEES: STAFF TO COMPLETE**

- Facility Rental Fee: \$ \_\_\_\_\_ per facility per hour x \_\_\_\_\_ facilities x \_\_\_\_\_ hours = \$ \_\_\_\_\_
- Light Fee (if applicable): \$25 per facility per hour x \_\_\_\_\_ facilities x \_\_\_\_\_ hours = \$ \_\_\_\_\_
- Non-resident fee (if applicable): 50% of Facility Rental Fee \$ \_\_\_\_\_
- Deposit required at time of reservation: \$200 paid by credit card, to be applied to final payment. Damage /clean-up fees may be charged to credit card on file caused by rental.
- **TOTAL RENTAL FEE: \$** \_\_\_\_\_
- **PAYMENT TERMS:** \_\_\_\_\_
- **Completed Facility Use Agreement and Certificate of Insurance (with City of Alpharetta listed as additional insured) due on or before:** \_\_\_\_\_

## **FACILITY USE POLICIES**

1. ARPCS may cancel rental of facilities due to weather conditions deemed detrimental to the facilities and/or unsafe for participants. If the rental is canceled by ARPCS, a full refund will be issued to renter.
2. ARPCS may refuse rental of facilities to person(s) who wish to conduct activities deemed detrimental to the philosophies (program and safety) of the City of Alpharetta.
3. When facilities are available, City of Alpharetta residents are given priority for all private facility rentals. Facilities will not be rented to individuals, teams, groups, businesses, etc. that compete/conflict with a program/activity offered by ARPCS and/or its partner associations, or to those that intend to profit from the rental activity and/or participants.

### **ADDITIONAL CONDITIONS**

The following rules and regulations are in effect for ARPCS facilities and athletic fields. These rules and regulations must be followed at all times and are subject to change as the Recreation Commission and/or ARPCS deem necessary. If the rules and regulations are not adhered to by the renter, then this rental agreement becomes null and void immediately with no refund.

1. Renter shall be responsible for all damages occurring during the contracted rental times. Damage/clean-up fees will be charged to card on file and City staff will provide renter with detailed receipt showing damage/clean-up charges.
2. Facility reservation will be canceled if the total rental fee is not paid by the date/time noted above.
3. Facilities shall be left in the same condition in which they are found. Renter is responsible for ensuring that the facility is clean.
4. Universal guidelines have been established for all ARPCS facility rentals. A copy of these guidelines is available upon request.
5. Unauthorized vehicles are not allowed on grassed areas and plaza areas for any reason.
6. No extra infrastructure is allowed on the field. Stakes are not allowed on the fields.
7. ARPCS will provide access to restrooms.
8. ARPCS will drag and line softball/baseball fields prior to the rental if needed.
9. ARPCS does not guarantee access to goals for rentals. ARPCS does not provide athletic equipment needed for rental, such as goals, nets, Frisbees, bats, balls, helmets, etc.
10. **The City of Alpharetta prohibits the use of alcohol, tobacco and all tobacco products in City parks per City ordinance.**
11. **Failure to adhere to the laws, rules, regulations, and policies of the City of Alpharetta and the Recreation and Parks Department will result in immediate suspension of activities without a refund. Severe violation may result in suspension from City of Alpharetta facilities.**

**LIABILITY WAIVER AND RELEASE:**

*I hereby assume all responsibility for, and risks and hazards of, participation in the rental activity planned by my group. In consideration of the City of Alpharetta providing permission to use the facility requested, I, and all members of my rental group, do hereby release the City of Alpharetta Recreation and Parks Department, including all officials, officers, sponsors, organizers, supervisors, volunteers, participants, and all other agents, of any and all claims, demands, rights, and causes of action of whatever kind and nature, arising from and by reason of, and all known and unknown, foreseen and unforeseen, bodily and personal injuries, damage to property, and the consequences thereof, resulting from participation in the rental activity planned on City of Alpharetta facilities.*

I understand and agree to the terms, conditions, and policies set forth in this Agreement and in ARPCS' Facility Rental Policies:

\_\_\_\_\_  
Renter's signature

\_\_\_\_\_  
Date

ARPCS Office Use Only: Residency Status: Resident: \_\_\_\_\_ Non-Resident: \_\_\_\_\_

Rental Request Approved \_\_\_\_\_ Not Approved: \_\_\_\_\_ Staff Signature/Date: \_\_\_\_\_

**ATHLETIC FACILITIES FEE SCHEDULE**

**A. Gymnasiums**

All rentals are a minimum two (2) hours use and include the cost of one (1) on-duty supervisor. Weekend rentals outside of normal operating hours must be for a minimum of four (4) hours.

1. Wills Park Recreation Center..... \$70 per hr.
2. Alpharetta Community Center Gym 1 ..... \$75 per hr.
3. Alpharetta Community Center Gym 2 ..... \$65 per hr.
4. Crabapple Government Center... .....\$65 per hr.

**B. Tennis Courts**

All rentals are a minimum two (2) hours use. Fees will not be pro-rated.

1. Resident, ALTA, USTA member .....\$4 per hr.
2. Non-Residents..... \$6 per hr.

**C. Athletic Fields- Softball & Baseball**

All rentals are a minimum one (1) hour use.

1. North Park Softball Field ..... \$50 per hr.
2. Wills Park Grass Baseball Field..... \$50 per hr.
3. Wills Park Synthetic Turf Baseball Field..... \$75 per hr.
4. Webb Bridge Park Baseball Field... ..... \$50 per hr.
5. With lights..... add \$25 per hr.

**D. Athletic Fields- Rectangular**

All rentals are a minimum one (1) hour use.

1. North Park Turf Field 1 ..... \$75
2. North Park Turf Field 2..... \$75
3. Webb Bridge Park Grass Field.....\$50
4. Webb Bridge Park Turf Field.....\$75
5. Innovation Academy Grass practice fields (no lights).....\$50
6. Innovation Academy Grass stadium field..... \$200
7. With lights..... add \$25 per hr.

**ADDITIONAL INFORMATION**

- Rentals may require additional staffing as determined by the ARPCS Staff. Additional staffing cost shall be \$25 per hour per staff member.
- Rentals contracted with Non-Residents will be charged an additional 50% fee.
- Time requested for rental should include set-up and clean-up.
- Fees will not be pro-rated.