



**PARKS RESERVATION FORM
ATHLETIC FIELD RENTAL POLICY AND USE AGREEMENT**

To reserve an athletic field, please call **(770) 463-8881** to determine availability. If the date is available, fill out and submit the following reservation form.

Reservation Fees

Chattahoochee Hills City residents and resident youth associations (identification required)	Free
Non residents of Chattahoochee Hills:	
Tax Exempt Organization (identification required)	\$35.00
Non Tax Exempt Organization	\$45.00

All reservation applicants must present proof of residence at the time reservations are made in the form of a driver's license, voter registration card or utility bill in the applicant's name. It is unlawful for a non-resident individual or organization to fraudulently apply for use of CCH facilities in the name of a CCH resident or through the use of a CCH address.

Payments for fees must be made at City Hall fourteen days prior to the rental date in the form of cash, Visa, MasterCard, cashier's check, or money order made payable to the City of Chattahoochee Hills. If reservation is made less than fourteen days from the rental date then payment is required at the time of reservation. The city's return check policy will apply to all checks returned for non-payment.

Refunds will be granted up until two business days prior to the function minus a \$10 service charge. Refunds for weekend events must be requested no later than 4:30 pm the Wednesday before the rental.

Athletic Field Rental Regulations:

All rentals are based on availability. The City of Chattahoochee Hills reserves the right to refuse requests for rentals of any facility.

The City of Chattahoochee Hills may refuse rental of facilities due to weather and to person(s) who wish to conduct activities deemed detrimental to the programs of the City or the safety of City residents and others. Groups wishing to rent the facilities and/or athletic fields must read and sign this Use Agreement prior to being granted authority to CCH facilities.

The following rules and regulations are in effect for CCH facilities and athletic fields. These rules and regulations must be followed at all times and are subject to change as the city deems necessary. If the rules and regulations are not adhered to by the renter, then this rental agreement becomes null and void immediately. No refunds will be given if a contract is voided.

- Applications made by non-residents of the City of Chattahoochee Hills are charged non-resident fees.
- Payment is due in full fourteen days prior to the reserved date. If payment is not received fourteen days prior to the reserved date, the facility and/or field may be rented to another individual, group, organization, and/or association.
- Reservations made less than fourteen days prior to the reserved date of use must be paid at the time of reservation.
- The facilities and surrounding park areas must be vacated no later than dusk – unless the area is deemed and permitted as a primitive camping site.

- Youth activities must have one adult supervisor for every 15 children participating in the activity.
- Use of electrical outlets must be approved in advance of rental.
- The city reserves the right to suspend usage of the athletic facilities due to weather conditions that may endanger the participants and/or may damage the field.
- Abusive language, poor sportsmanship, and fighting are not allowed at any time. Any incident of the above will result in cancellation of agreement without refund. Continued abuse may result in eviction from the park and denial of future permits.
- Vehicles allowed only in designated areas.
- Metal cleats are prohibited.
- No climbing trees or tearing down of fences.
- No pets or animals are allowed on the athletic turf.
- No vending or selling of any sort is allowed at any time without a permit.
- Facility rental for sports camps and clinics must be approved by the city.
- No alcoholic beverages are permitted on City of Chattahoochee property.
- It shall be unlawful on any city property for any person to have in their possession or under direct control any controlled substance as defined by O.C. G. A. 16-13-1.
- No one under the age of 21 may enter into a use agreement for the purpose of securing a facility rental.

Applicant’s signature indicates agreement that all provisions in the City Code of Ordinances, Chapter 15 (available at www.chatthillsga.us) will be adhered to during the permitted time.

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 Chattahoochee Hills providing permission to use the facility requested, I and all members of my rental group, do hereby release the City of Chattahoochee Hills 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 Chattahoochee Hills facilities.

I have read and agree to the terms set forth in this agreement

Renters Name (Please print) _____

Renters signature _____ Date _____

Today's Date: _____

2016 Athletic Field Reservation Application – Rico Park Only

This section to be completed by the Rental Customer:

Name of Rental Customer _____ Name of Organization _____

Resident Tax Exempt _____ Tax Exempt Number _____ Resident Non Tax Exempt _____

Non Resident Tax Exempt _____ Tax Exempt Number _____ Non Resident Non Tax Exempt _____

Mailing Address _____ City _____ State _____ Zip _____

Home Phone _____ Work/Cell Phone _____ Email Address _____

Applications is for (please check one): Leisure ___ Game ___ Practice ___ League ___ Tournament _____

Please indicate sport being played on field:

Softball ___ Baseball ___ Football ___ Soccer ___ Kickball ___ Frisbee ___ Golf _____ Other _____

Please indicate day and time of reservation

Start date ___/___/___ End date ___/___/___ Start time _____ End time _____

Your application request for a field is not final until your request is processed by City Hall.

Staff Use Only

Permit # _____ Date(s) permitted _____ Time(s) permitted _____

No fee required _____ Resident fees \$ _____ Non-resident fees \$ _____

Method of Payment _____ Staff initials _____