

RULES AND REGULATIONS FOR RESERVATION & RENTAL OF BALL FIELDS

FEES: \$200.00 PER DAY – PER FIELD

Deposit -\$100.00 Damage/ Clean Up- \$50.00Key Total Deposit - \$150.00

RESERVATION REQUEST may be made by phone or mail but the reservation is not valid until the requester comes to the Department of Leisure Services office between 8:30 a.m. to 5:00 p.m. weekdays to pay \$150.00 reservation deposit (Damage/Clean up Deposit) OR it is received by us in the mail. Please make checks payable to the City of Fitzgerald and Mail the check along with this form to Department of Leisure Services, 816 North Main Street, Fitzgerald, GA 31750. Please include an email address so that the deposit receipt can be emailed to you once it is received. The remainder of the rental fee is to be paid and received in this office one week prior to the date of use.

Name of Tournament/Fair/Circus: _____

Dates to be used: _____

Hours needed – from: _____ to: _____

Number expected to attend: _____

RENTAL FEE INCLUDES: Field prep and bathroom use

RENTER IS RESPONSIBLE FOR:

- Extension cords for any equipment used.
- Trash cans should be emptied in the dumpster on the grounds.
- Turning off all lights and making sure all gates are locked.
- DLS is not responsible for any of the renter’s personal property left in the building at any time.
- Paper, trash and litter are to be cleaned up from the grounds
- All paper and trash is to be picked up and toilets flushed in bathrooms
- Trash should be disposed of in dumpsters

RESTRICTIONS INCLUDE:

- NO serving of alcoholic beverages or controlled substances on the grounds
- NO SMOKING on the grounds.
- NO banners or decorations are to be hung from fences or buildings.
- Renter **will not** enter fields before 8:00 a.m. on the day of use and must vacate the premises by 12:00 a.m. **NO EXCEPTIONS**, Renter will be charged for another full day if entering or leaving before/after these times.
- Any damages to the fields from participants will be the responsibility of sponsoring organization, individual or hosting group.
- DLS reserves the right to refuse future use of any DLS fields to any organization, individual or group who violates these rules and regulations.

REFUNDS OF DEPOSIT WILL BE MADE IF:

- Reservation is cancelled 72 hours prior to date of use.
- No damage has been done to building and key is returned promptly.
- If the building is not left as found, the Damage/Cleanup Fee will not be refunded.***

I, the undersigned, have received a copy of the Rules & Regulations for using the Ball Parks and Fields. I have read, understand and agree to abide by these Rules & Regulations as set forth by the Department of Leisure Services.

I further understand that the Department of Leisure Services will not be responsible for any incident occurring to any member of the group or attendees while they are using the Ball Parks and Fields, nor will they be responsible for any renter’s personal property or equipment left at the fields at any time.

Condition of Premises: The User/Renter accepts the rented premises upon entry into possession. The User/Renter may inspect the rented premises at an earlier, mutually convenient time. Upon expiration or termination of the rental term or an earlier revocation, the User/Renter shall promptly return the premises in as good condition as received, reasonable wear & tear excepted, in a clean appearance, ready for use by another. _____ **RENTER MUST INITIAL**

By signing this agreement, I accept the terms of this agreement:

SIGNATURE OF PERSON RESPONSIBLE: _____

PRINTED NAME: _____

Address: _____ City, State, Zip: _____

Phone (Hm): _____ (Cell): _____ (Busn.) _____

Date: _____ DLS Representative: _____

Department of Leisure Service
 816 North Main Street
 Fitzgerald, Georgia 31750
 Phone: 229-426-5050
 Fax: 229-426-5059
 Monday – Friday 8:00AM – 5:00PM
 Email: fitzdls4@mediacombb.net

BALL FIELDS – RENTERS COPY

Check list

IN ORDER FOR YOU TO RECEIVE YOUR \$150.00 DEPOSIT BACK – THE FOLLOWING ITEMS MUST BE COMPLETE BY YOU. PLEASE PUT YOUR INITIALS IN THE SPOT PROVIDED AFTER EACH ITEM IS COMPLETED.

THIS FORM MUST BE RETURNED WITH THE KEY

- _____ TRASH CANS SHOULD BE EMPTIED IN THE DUMPSTER OUTSIDE
- _____ TURN OFF ALL LIGHTS
- _____ CHECK ALL BATHROOMS (TOILETS FLUSHED, TRASH EMPTIED AND LIGHTS TURNED OUT)
- _____ MAKE SURE ALL BATHROOM DOORS ARE LOCKED
- _____ MAKE SURE ALL GATES ARE CLOSED AND LOCKED
- _____ PAPER, TRASH AND LITTER IS TO BE PICKED UP AND DISPOSED OF IN THE DUMPSTER.

REMEMBER THAT THE D.L.S. IS NOT RESPONSIBLE FOR ANY PERSONAL ITEMS THAT YOU MAY HAVE LEFT AT THE FIELD.

By signing this form below, I am confirming that the items initialed above have been completed and that they key has been returned.

RENTERS COPY
RENTER MUST RETURN THIS FORM TO D.L.S. WHEN RETURNING THE
KEY