

Thank you for choosing a Spalding County Parks and Recreation Pavilion for your upcoming event. To ensure your event is successful and enjoyable please observe the following guidelines:

**1. Payment and Rental Information: Initial\_\_\_\_\_**

- a. All rentals of SCPRD pavilions are scheduled and paid for with cash at SCPRD main office at 843 Memorial Drive, Griffin. Office hours 8:00am to 5:00pm M-F. There are no discounted rentals available.
- b. Renters must abide by capacity limitations and the specific time reserved. No early arrivals or late departures are allowed. The time reserved must include set up and clean up. Rental times are: 8:00am to 1:00pm and 2:00pm to 7:00pm
- c. There are no refunds or date exchanges for any reason with no exception including but not limited to: undesirable weather, illness, medical reasons and event changes etc.
- d. Rentals are not transferable to any other party and subleasing is prohibited.
- e. Renter making reservation must be on site during rented hours and is responsible for the actions of their guests.
- f. Renter is responsible for all clean up and for any facility damages incurred during their rental.

**2. Facility Use Guidelines: Initial\_\_\_\_\_**

- a. No inflatable slides, jumping houses, carnival games, rides or the like are allowed.
- b. The rented area includes the pavilion only and does not include surrounding areas of grass or lakes. Please be aware that other parts of the parks are open and available for use by the public.
- c. The selling of items from rented areas is prohibited.
- d. The use of amplified music or public address systems is prohibited.
- e. Electrical outlet power sources are very limited and cannot accommodate fryers, crock pots, cookers, toasters etc. so please plan accordingly..
- f. No pets or animals are allowed unless working as a certified service animal.
- g. No alcohol or controlled substances allowed. Anyone under the influence of or in possession of drugs or alcohol will be asked to leave the park immediately.

**3. Food Preparation and Trash Disposal Guidelines: Initial\_\_\_\_\_**

- a. No outside cookers are allowed including but not limited to: smokers, fryers, portable grills, towed grills etc. Please use the on-site charcoal grill. Charcoal is not provided. Absolutely no dumping of grease on site.
- b. When using charcoal grill please allow the coals to burn out. Do not put it out with water. Park staff will remove the charcoal after the rental. Please use caution around the grill especially if children are in attendance. It may still be hot from previous use.
- c. All trash must be placed in trash containers. If trash container is full please remove the trash and tie the bag. There should be another bag inside for use. Please replace the liner and place the full bag by the entrance to the pavilion.

**4. Vehicle and Parking Guidelines: Initial\_\_\_\_\_**

- a. Vehicles are allowed only in designated parking spaces. No parking allowed on the grass or dirt.
- b. No motorized vehicles of any kind allowed off road in any park.
- c. Unauthorized vehicles left in the park at closing will be towed.

**5. Lake Property Use Guidelines: Initial\_\_\_\_\_**

- a. No wading or swimming in lakes per Spalding County Code Section #11-2008.

**Dundee Lake Park:**

1. Dundee Lake Park is open from dawn to dusk. Winter rental hours will be adjusted. All gates will be locked at dusk.
2. Fishing is allowed under compliance with the State of Georgia Department of Natural Resources Fishing Regulations, creel limits, boating safety and appropriate fishing license. **Fishing license required.** The use of set hooks, trot line, seine or fish baskets is prohibited
3. Boats are limited to small craft that can be carried from the parking lot to the lake. Gasoline engine boats are prohibited.

**Wyomia Tyus Olympic Park Lake**

1. No fishing allowed per Spalding County Ordinance Code Section 11-2009 and Code Section 11-2010 Article C.

**6. General Information: Initial\_\_\_\_\_**

- a. Spalding County and Spalding County Parks and Recreation is not responsible for any accidents or injuries occurring on the premises.
- b. Hunting is prohibited.
- c. Golfing is prohibited in the parks.
- d. The use of Firearms, Firecrackers and explosives of all types are prohibited.
- e. All usage of tobacco products shall be allowed in parking lot areas only.

**Any infringement of the above rules could result in immediate removal from the property with no refunds for unused time. SCPRD reserves the right to decline a request for rental and/or to cease the continuation of any activity that is deemed unsafe or inappropriate that may not otherwise be covered in the above guidelines.**

**I understand and will abide by the above guidelines as indicated by my signature below.**

---

**Printed name**

**Signature**

**Date**