

# City of Kingsland Georgia

## Municipal Facility Use & Rental Request Form



### APPLICANT CONTACT INFORMATION

Contact Person: \_\_\_\_\_ Contact Phone: \_\_\_\_\_  
Organization: \_\_\_\_\_ Email: \_\_\_\_\_  
Address: \_\_\_\_\_ City/ST/Zip: \_\_\_\_\_

### FACILITY & FEE INFORMATION

#### Choose Facility/Location:

- |                                                                |                                                                                                                                                                                                                                   | <b>Rental Fee</b>               |
|----------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|
| <input type="radio"/> O. F. Edwards Building: Atrium Complex   | 200 Max Capacity                                                                                                                                                                                                                  | \$550.00 (4 hours)              |
| <input type="radio"/> O. F. Edwards Building: Conference Room  | 90 Max Capacity                                                                                                                                                                                                                   | \$300.00 (4 hours)              |
| <input type="radio"/> The Lawn Event Grounds                   | <ul style="list-style-type: none"><li>• BASE FEE: Per day for use of the property (includes 2 commercial cans)</li><li>• ADD: Per day for "ticketed" events</li><li>• ADD: Per day for each add'l commercial can needed</li></ul> | \$150.00<br>\$100.00<br>\$30.00 |
| <input type="radio"/> Veterans Memorial Park                   | <input type="checkbox"/> Picnic Area <input type="checkbox"/> Entire Park <input type="checkbox"/> Other: _____                                                                                                                   | No charge                       |
| <input type="radio"/> Other Facility,<br>Please Describe _____ |                                                                                                                                                                                                                                   | Fees Vary                       |

Date to Reserve Facility: \_\_\_\_\_ # of People Attending: \_\_\_\_\_

Arrival Time: \_\_\_\_\_ Departure Time: \_\_\_\_\_ Length of Time to be Used: \_\_\_\_\_

Describe Purpose / Use / Event (i.e., Meeting, Wedding, Reception, Social Event, etc.): \_\_\_\_\_

Will there be alcohol served on-site? ☐ YES ☐ NO Will there be food served on-site? ☐ YES ☐ NO

Will alcohol be available for purchase? ☐ YES ☐ NO Will there be any other on-site sales? ☐ YES ☐ NO

If yes to the above, please provide alcohol license  
permit number: \_\_\_\_\_

If yes to the above, please additionally submit  
[SPECIAL EVENT/ ASSEMBLY PERMIT REQUEST](#)

[SPECIAL EVENT ALCOHOL BEVERAGE PERMIT APPLICATION](#)

### FEES & DEPOSITS

|                                                                               |                               |                 |
|-------------------------------------------------------------------------------|-------------------------------|-----------------|
| Facility Reserved: _____                                                      | Non-refundable                | \$ _____        |
| Facility Reserved: _____                                                      | Non-refundable                | + \$ _____      |
| Facility Reserved: _____                                                      | Non-refundable                | + \$ _____      |
| Multiply by # of Days Needed                                                  | X _____ (# of days) =         | + \$ _____      |
| Security Deposit Fee (Req'd for All Facilities)                               | Refundable, with stipulations | + \$200.00      |
| <b>Total Amount Required to Reserve (Enter the Total Payment Amount Here)</b> |                               | <b>\$ _____</b> |

#### Checks, Money Orders & Credit Cards are accepted

**For Credit Card Payments:** Add 3% Fee for Processing (Print Clearly)

Make payments to:  
City of Kingsland  
Attn: Municipal Facility Usage, Ref: 180.001  
1190 Boone Street  
Kingsland GA 31548  
912-729-5613

Name on Card: \_\_\_\_\_

Credit Card #: \_\_\_\_\_

Credit Card Exp Date: \_\_\_\_\_ CVS Code: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Authorizing Signature: \_\_\_\_\_

### PAGE ACKNOWLEDGEMENT:

Applicant Printed Name

Applicant Signature

Date

Rev: 09/12/22

# City of Kingsland Georgia

## Municipal Facility Use & Rental Request Form



### GENERAL RULES & REGULATIONS

Request Forms should be submitted at least 30 business days in advance of the date facility is requested to ensure adequate processing time. A copy of the applicant's government issued ID is required before any reservation request will be processed. Reservations may be made no more than 6 months in advance. Submitted forms including applicant's signature, accompanying payment, and copy of applicant's driver's license should be submitted to:

*City of Kingsland, Attn: Municipal Facility Usage, Ref: 180.001 | PO Box 250 | Kingsland, GA 31548*

Facility usage permit restricts areas of the building to be used. The only areas of the facility that are allowed for use are the specific areas approved in the Municipal Facility Use & Rental Request Form, restrooms, parking lot, outside courtyard, and rear outside lawn. Use or accessing of unauthorized areas may result in forfeiture of deposit refund and/or trespassing fines.

Details regarding access to the facility will be provided to the applicant upon approval of the facility usage request. Keys to the facility may be provided, as well as alarm codes. Do not enter the facility on a day/time other than approved on the Municipal Facility Usage Request Form without prior written authorization. Accessing the building outside of the approved reserved time may result in forfeiture of deposit refund and/or trespassing fines.

Special preparations for facility usage (such as setting up tables, extra moving, cleaning, etc.) will be the responsibility of the applicant. Expenses for such preparation will be the responsibility of the applicant. Under no circumstances shall such preparations permanently alter or deface any area of the facility. In this regard, decorations which require the use of fasteners (such as nails or staples) are strictly prohibited and will result in forfeiture of deposit refund.

Clean-up for facility usage shall be the responsibility of the applicant, as well as the cost of any damages that might occur. A security deposit of \$200 is required for use of the facility. Failure to properly clean-up and properly dispose all trash may result in forfeiture of deposit refund. This includes the kitchen area, restrooms, all outside trash, flower petals, sparklers, outside décor, food, cigarette butts, etc.

- **NO SMOKING** inside of the facility – **NO EXCEPTIONS** (*Smokers may smoke outside in designated areas ONLY and should discard their cigarette butts in the appropriate containers located outside*). This will result in automatic forfeiture of deposit refund.
- LED candles **ONLY** are allowed inside the building. Real wax candles are **NOT** allowed inside the facility. Sparklers are allowed outside only. This will result in automatic forfeiture of deposit refund.
- If balloons are used as decorations, it is the applicant's responsibility to make sure they do **NOT** get loose and float to the ceiling in the atrium area. This will result in automatic forfeiture of deposit refund.

The applicant will be refunded the security deposit of \$200, if responsibilities are fulfilled. Refund checks may take up to 30 days to process and will be mailed to the applicant name and address listed on the Municipal Facility Use & Rental Request Form, unless otherwise requested in writing.

The applicant is responsible for securing the entire building when the event is over. The applicant is responsible for turning off lights, closing windows and locking the building at the conclusion of the event. Failure to properly secure the facility may result in forfeiture of deposit refund.

Vending on city property is not allowed without special authorization. Additionally, any use of city property which requires an admission fee/charge or ticketed event must be fully disclosed on the permit request and pay applicable required fees. To obtain authorization, please submit a [SPECIAL EVENT/ ASSEMBLY PERMIT REQUEST](#) form. Please note that this permit may take up to 30 days for processing.

Any animal on city property should be on a leash and the owner shall be responsible for the removal of any excreta deposited. All service animals are allowed on the premises.

The use of radios, televisions, boom boxes, etc. should comply with the City's Noise Ordinance, [Sec. 14-8. - Use of sound amplifiers prohibited](#)

Defacing or removal of any city property is prohibited and will be strictly enforced.

For the safety of all, no motorized or self-propelled vehicles (bicycles, skateboards, scooters, skates, etc.) are to be used on the parking lot, interior courtyard area or walkways.

### PAGE ACKNOWLEDGEMENT:

Applicant Printed Name

Applicant Signature

Date

Rev: 09/12/22

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## Municipal Facility Use & Rental Request Form



### CANCELLATION & REFUND POLICY

#### 10 Business Days Prior to Reservation

By providing written notice of cancellation at least ten (10) business days prior to the date of use, a FULL REFUND of the rental/administration will be issued.

#### 3 Business Days Prior To Reservation

By providing written notice of cancellation at least three (3) business days prior to the date of use, a PARTIAL REFUND (50%) of the rental/administration fee will be issued.

#### Less than 3 Business Days Prior To Reservations

NO REFUNDS will be issued if you cancel a reservation with less than three (3) business days' notice prior to the event.

A security deposit of \$200 is required to reserve any facility. The security deposit is in addition to the facility usage administration/rental fee. The applicant will be refunded the security deposit of \$200, if the user fulfills the required responsibilities.

All refund checks may take up to 30 days to process and will be mailed to the applicant's address listed on the Municipal Facility Use & Rental Request Form.

### AGREEMENT & ACCEPTANCE

***\* By signing below, the signer agrees that they have read, understood, and agree to abide by all facility usage rules, from sections: GENERAL RULES & REGULATIONS, CANCELLATION & REFUND POLICY and will adhere to all local and county ordinances. Failure to follow guidelines put forth can result in removal from facility.***

Applicant Printed Name

Applicant Signature

Date

### FOR OFFICE USE ONLY

Received By: \_\_\_\_\_

Date Received: \_\_\_\_\_

Facility Available During Request Time?

☐ YES

☐ NO

Staff Comments:

### AUTHORIZING SIGNATURE

City Manager Comments:

☐ Approved

☐ Disapproved

City Manager Signature

Date

### PAGE ACKNOWLEDGEMENT:

Applicant Printed Name

Applicant Signature

Date