Recreation & Parks Department

How to reserve a facility:

The **Event Questionnaire/Rental Request** form must be completed and submitted to the Recreation & Parks Department as the first step to secure a facility reservation. This form is available for pick up at the Recreation and Parks office located at 705 Hammond Dr or online at www.sandyspringsga.gov/recreation.

The form is processed on a first come first served basis. Only after the questionnaire has been approved and all fees are paid, does the event become confirmed. Balance due must be paid within five business days after requestor has been notified of approval.

Submit Event Questionnaire/Facility Rental to the Recreation & Parks Department Office located at:

705 Hammond Dr
Sandy Springs, GA 30328
Phone: 770.730.5600 Fax: 770.206.2032
Email: recreation@sandyspringsga.gov Website: registration.sandyspringsga.gov

Facility Rental Fee Schedule

Program/Meeting Rooms

Resident/Non-Profit/Business	Non-Resident of Fulton County
$25.00 /hr.	$30.00 / hr.

#1 - Multi-Purpose Room in Hammond Gymnasium – 705 Hammond Dr.

- The space is open with a tile floor
- Chairs and tables are available upon request
- Max capacity is 50 users
- Suitable for business meetings, seminars, birthday parties

#2 - Community Room in Administrative Round Building – 6005 Glenridge Dr.

- 1,225 sq. ft.
- Chairs and tables are available
- Max capacity is 50 users
- Suitable for business meetings, food service events, trainings, etc.

#3 - Lost Corner Preserve Cottage – 7300 Brandon Mill Rd

- 1200 sq. ft.
- Chairs and tables available
- Max capacity is 49 users
- Suitable for business meetings, trainings, small gatherings

LOST CORNER COTTAGE RULES

- The cottage will be available for public rentals daily between the hours of 8:00 a.m. and 10:00 p.m.
- The fee will be $25.00 per hour.
- No decorations will be allowed to be attached to the walls, ceiling or furnishings.
- No youth birthday parties. No alcohol without a city permit.
- No amplified music, PA or boom boxes.
- Food must be catered.
- No cooking on site.
- No refrigerator on site.
- No tobacco products on site.
- Maximum occupancy is 49 people.

Heritage Sandy Springs – 6110 Blue Stone Road

- For rates and availability, contact Laini Davis at (404) 851-9111 or ldavis@heritagesandysprings.org

- Venue options include:

Williams-Payne House and Grounds
(150 seated; 200 reception)

Heritage Hall and Lower Veranda
(175 seated; 250 reception)

Community Room and Upper Veranda
(75 seated; 150 standing)

Sandy Springs Society Entertainment Lawn
(1,000 seated/standing)

- Rentals include:
  - Up to 7 hours of rental time
  - Table/chair set up
  - On-site event liaison
  - Flexibility to choose own vendors

Covered Pavilions Fee Schedule

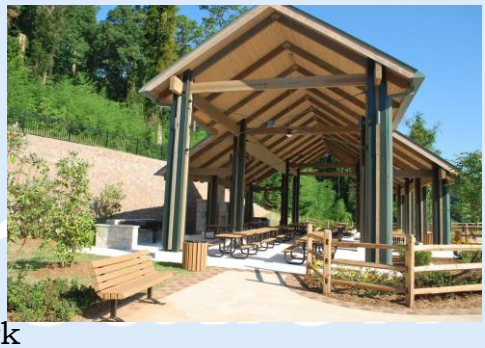
Pavilion #1 – Hammond – 6005 Glenridge Dr

- $20/hr (Resident/Non-Profit/Business
- $25/hr (Non-Resident of Fulton County)
    - Located adjacent to the large playground
    - 32 x 21 or 672 sq. ft.
    - 2 grills on site
    - 2 Picnic tables provided
    - 3 benches
    - Great for children's small birthday parties
    - Max capacity is 20 users at picnic tables

Pavilion #2 – Hammond – 6005 Glenridge Dr

- $25/hr (Resident/Non-Profit/Business)
- $30/hr (Non-Resident of Fulton County)
    - Located adjacent to Community Building
    - 40 x 28 or1,120 sq. ft.
    - 3 grills on site
    - 2 electrical outlets
    - 12 Picnic tables provided to accommodate
    - Additional tables can be set up adjacent to the pavilion
    - Max capacity is 96 users inside seated at picnic tables

Pavilion #3 – Overlook Park (Section A/B) – 200 Morgan Falls Rd



- $25/hr (Resident/Non-Profit/Business)
- $30/hr (Non-Resident of Fulton County)
    - 93 x 45 or 4,185 sq. ft.
    - 2 grills on site
    - Fireplace with gas logs
    - Picnic tables provided
    - Max seating 100
    - No music or any amplified sound on this park
    - No weddings permitted at park

- Groups of 60+ users
    - $250 per reservation for first two hours (6pm-8pm)
    - $100 per additional hour
    - If requesting alcohol may reserve beginning at 6pm

- Alcohol permit must be secured by completing a Special Event Permit form thru the Revenue Division

NOTICE

Construction to improve Morgan Falls Road and add sidewalk will take place beginning September, 2015, finishing Fall 2016. During this construction phase, only one vehicle lane will be open for public use. Considerable impact in accessing the Park is expected, especially during peak use hours. The City will permit Pavilion rentals at Overlook Park, but at the renter's risk. No refunds will be awarded due to access and/or parking issues due to construction constraints.

Pavilion #4 – Ridgeview Park – 5200 S. Trimble Road

- $20/hr (Resident/Non-Profit/Business
- $25/hr (Non-Resident of Fulton County)
  - 2 grills on site
  - 8 Picnic tables
  - Max capacity is 48 users seated

Pavilion #5 – Morgan Falls Athletic Complex – 450 Morgan Falls Road

- $25/hr (Resident/Non-Profit/Business)
- $30/hr (Non-Resident of Fulton County)
  - 56 x 35
  - 6 picnic tables – seats 60
  - Accommodates up to 100 people

Pavilion #6 – Morgan Falls Athletic Complex – 450 Morgan Falls Road

- $20/hr (Resident/Non-Profit/Business
- $25/hr (Non-Resident of Fulton County)
  - 4 small pavilions on park with picnic tables
  - 3 picnic tables
  - Seats 24-30

Athletic Field Fee Schedule

Hammond Park or Dunwoody Springs Artificial Turf Fields

Resident/Non Profit/Business	Non-Resident
$50.00/hr. Half Field	$100.00/hr. Half Field
$50.00/hr. Full Field	$100.00/hr. Full Field
Field lining is $50 per event – as determined by rental request	

Leagues wishing to rent the astro turf field may contact our athletic office to discuss request. Requestors must bring complete schedule of dates and times, proof of liability insurance and completed Facility Rental/Event Questionnaire form.

- Professional Artificial Turf Field - 100 yards long by 60 yards wide
- Used for football, soccer, kickball, Family Reunion, etc.
- Football/Soccer goals
- Field lining available (*additional fee*)
- Lighting available
- 5 sets of 5 row bleachers – seat 350 people
- Players benches available upon request

The field is also open for free play. No group activities allowed without a permit. To find out more about free play times/days, please contact the Recreation and Parks office.

Morgan Falls Athletic Fields

Resident/Non Profit		Non-Resident and Business
$25.00/hr.		$50.00/hr.

- 11 multi-purpose fields (include football, baseball/softball)
- Lighting available

This park's fields may be rented for special events and athletic tournaments. The rental costs will be determined by Sandy Springs Recreation & Parks Department staff according to event hours and details.

Tennis Match Fee Schedule

Hammond Park Tennis Courts/
Abernathy Park Tennis Courts

Resident	Non-Resident
$32 per match	$64 per match
Used when Sandy Springs Tennis Center cannot accommodate USTA, ALTA, T2 or other league teams.	

- 4 courts with lights at
- No private lessons or drills allowed
- No team drills allowed

Courts are open for free play tennis daily till 11:00 p.m. All team drills, team matches and pro classes are directed to Sandy Springs Tennis Center. Contact SSTC at 404-303-6182.

Filming on Parks

Each request is evaluated individually on its merits by Recreation & Parks Staff.

- Filming of 4 hours or less is a $400 permit fee per day
- Filming of 4 hours or more is a $800 permit fee per day

Recreation and Parks

General Terms & Conditions:

1) An event questionnaire/field rental request must be completed and submitted to the Recreation & Parks Department as the first step to secure a facility reservation.

2) Rentals are processed on a first come, first served basis. Only after the request has been approved and all fees are paid, does the event become confirmed. Balance due must be paid at least five business days after the reservation request has been approved.

3) All reservations must be paid within 5 business days of approval. Once payment is received, the user will be issued a permit number along with a reservation confirmation email or letter.

4) The Recreation & Parks Department agrees to maintain the facility, to assure that the facility is prepared properly for the agreed-upon event, and to provide adequate sanitation facilities, subject to available equipment, resources, weather conditions and time of year. Failure to furnish any of the foregoing resulting from circumstances beyond the control of the Department shall not be considered a breach of this agreement.

5) The Department reserves the right to approve any and all equipment to be furnished, installed or used by the User and any such equipment authorized and used by the User shall be removed at the termination of the User's booking date.

6) User, at termination of booking date, shall return premises, furniture, props, equipment and fixtures used in connection therewith to the Department in good condition as when turned over to User, normal wear and tear expected. Damage and/or destruction of the above named property(s) will result in repair and/or replacement fees billed directly to the User.

7) User assumes responsibility and risk of damage, loss by theft, or otherwise, of property. The Department, and City of Sandy Springs are hereby expressly released and discharged from any liability for such loss while in use by user. The Department reserves the right to request a certificate of liability insurance from user.

8) In the event User desires to have User's property upon the premises insured against loss by fire or otherwise, User shall obtain such insurance at User's expense. The Department will not be responsible for the protection of such property against fire, theft, accident, or other cause.

9) User agrees that his performers, agents, participants, and employees shall conduct themselves so as not to cause hazardous situations.

10) All events must conclude by 11pm unless otherwise approved by the Department. Facility must be clear when permit expires, or additional rental fee will apply.

11) No illegal activity will be tolerated.

12) The sale or consumption of alcoholic beverages on premises is prohibited unless permitted by the Recreation & Parks Department and City Revenue office.

13) The User shall not assign this agreement or any rights there under nor to sublet said premises without prior written consent of the Department.

14) The user agrees to follow all rules posted at turf field(s) and other locations within each park.

15) The Department reserves the right to relocate or cancel your activity due to inclement weather, circumstances which could result in hazardous conditions or damage to Department property or when the Department activities dictate. In most cases, the Department will find a comparable alternative location.

16) You are responsible for your group and/or parties actions and conduct during your reservation. Your current and future reservation requests may be cancelled if the following should occur if you are found in violations of any of the City of Sandy Springs ordinances.

17) In all circumstances, the Recreation & Parks Department retains full authority for final approval and denial of facility reservation requests.

18) The City of Sandy Springs Recreation & Parks Department will not cancel reservation activities at the pavilions, the Hammond Turf Field or other reserved outdoor locations due to wet/rain conditions. It is up to the user or group to decide whether to conduct activity in wet/rain conditions. If users cancel events due to wet/rain conditions upon notifying the department within 24hours, another use date may be provided. No refunds will be given.

By signing you acknowledge that you have read and understand the general terms and conditions listed above.

WAIVER OF LIABILITY

I understand that the use of the facility may involve some risk of accident or injury. I agree to indemnify the City of Sandy Springs and Contractor and their affiliates and to hold the City of Sandy Springs and Contractor. and their affiliates harmless from any liability, claims, demands and judgments arising at any time when I and/or my minor child use a facility. Therefore, my choice to use the facility, and its equipment, **is at my own risk**. I understand that the City of Sandy Springs nor the Contractor do not provide insurance for facility users, nor does it assume responsibility for accidents or injuries. However, the City of Sandy Springs may require the purchase of additional insurance per participant for certain recreational uses.

I authorize the City of Sandy Springs personnel to act in my behalf, to authorize medical treatment to, upon, or the benefit of myself and/or my minor child, for any minor injury which may occur from use of any of the City of Sandy Springs Recreation and Parks Facilities and associated activities/events. I recognize that such **treatment shall be my full responsibility**. In the event of a more serious injury that may require emergency treatment, I authorize such personnel to see that myself and/or my minor child is transported to and treated at the nearest medical facility, with **the related expense being my full responsibility**.

I also hereby grant permission to the City of Sandy Springs Parks and Recreation Department to use for any official purpose any photographs, videotapes, recordings of my facility use.

Note: I have carefully read, understand and agree to the City of Sandy Springs' policies as stated above.

Signature _____ Date _____

THIS IS NOT A RENTAL AGREEMENT

Recreation and Parks

Hammond Park Turf Field Users

In order to fairly and efficiently meet the demands for use of facilities, the City of Sandy Springs Recreation and Parks Department is implementing the following rules and regulations regarding league rentals and reservation permits for Hammond Park Turf Field.

Facility reservations for group leagues will be prioritized as follows:

First Priority: Groups with the largest number of Sandy Springs resident participants

Second Priority: Sandy Springs Recreation & Parks Department youth programs

Third Priority: All other youth programs Groups

Fourth Priority: Groups making financial donations to Sandy Springs Recreation & Parks Department

The following is required:

1. Group Insurance
2. Group Rosters
3. Release Forms
4. An additional one-time fee of $50.00 will be charged for field lining and set up. Additional field lining will be charged as needed.

Additional Information for field users after.

- League fees must be paid in full prior to the first playing night.
- Field requests including dates, times, and proof of insurance must be submitted to the Recreation & Parks Department office.
- Cancellations due to weather interference or technical problems may be made up by extending the season. Notify Sandy Springs Recreation and Parks Athletic Office at (770) 206-2040. There will be no cash refunds.
- Conflicts and issues related to field use should be reported to the Sandy Springs Recreation and Parks Athletic Office at (770) 206-2040.

SANDY SPRINGS
GEORGIA

#2001

Recreation and Parks Event Questionnaire/Rental Request

Today's Date: _____

Name of Individual/Family or Sponsoring organization: _____

Address: _____

Street City Zip County

Phone Number: _____ Email: _____

Name of Person in charge: _____ D.O.B. _____

Event Description: _____

Targeted age group for participation of your event: _____

Date and time of event (include setup/cleanup): Date:_____ Beginning time: _____ Ending time: _____

☐ Monday ☐ Tuesday ☐ Wednesday ☑ Thursday ☐ Friday ☐ Saturday ☐ Sunday

*Facility: ☐ Hammond Pavilion 2 ☐ Hammond Pavilion 1 ☐ Hammond Community Bldg ☐ Hammond Multi-Purpose Room

☐ Lost Corner Preserve Cottage ☐ Overlook Pavilion (no live music or electronic player music allowed) ☐ Ridgeview Pavilion ☐ Morgan Falls Athletic Complex ☐ Athletic Field ☐ Other_____

*** No alcohol allowed at the parks. ** No music or any amplified sound or inflatables at Overlook Park. Alcohol allowed with alcohol permit only.**

Athletic Field Rental Information

Hammond or Dunwoody Turf Field: Full Field (100 yards) ☐ "A" Section (50yards) ☐ "B" Section (50yards) ☐

Activity: Football ☐ Soccer ☐ Kickball ☐ Wiffle Ball ☐ Lacrosse ☐ Other ☐ _____

Is this a League? Yes ☐ No ☐ (attach league schedule)

Any required lining? Yes ☐ No ☐ if yes describe: _____

Morgan Falls Fields: Football ☐ Baseball ☐ Softball ☐ List additional info._____

Please list additional event details on back of form or attach separate sheet. All event details are required for approval.

List other needs (additional fee): Number of tables?_____ Number of chairs?_____ Other? _____

Estimate total in attendance: _____ Will you charge a fee or admission? _____ Collect offerings? _____ Solicit donations?_____

Requesting to serve alcohol: _____ **(if yes, once approved a Special Event Permit is required)**

For Sandy Springs Recreation & Parks Use Only:

Amount(s) Charged: $ _____

Results: APPROVED NOT APPROVED $ _____

_____

Sandy Springs Recreation & Parks Authorization **Total Charged: $**_____

Recreation and Parks