



Dear Applicant:

Enclosed is a DeKalb County Parks and Recreation application and fee schedule for a field reservation, along with a list of ball fields reserved through the DeKalb County Parks and Recreation Department Athletics Office. Please complete the application and return it to our office. The latest an application is accepted is 45 days prior to your date. Reservations will be taken on a first-come, first serve basis. Please do not submit the fee with the application, but payment must be received (45 days prior) before a permit is issued.

All adult activities are required to have insurance. NO EXCEPTIONS.

We ask that you assist our staff by completely answering the questions on the Field Usage Request Form.

Applications may be submitted through mail, e-mail or fax. Once we receive the application, the Athletic Office will contact you regarding the fees and reservation process. Please visit our website at www.yourdekalb.com to get a full list of all parks in DeKalb County. For all aquatics rentals please call 770-414-2119.

All applications can be mailed to the following:

Athletics Office

3262 Chapel Street
Scottsdale, Georgia 30079
Attention: Field Usage Request Forms

We look forward to working with you.

Sincerely,

DeKalb County Parks and Recreation-Athletics



DeKalb County Parks and Recreation Field Rental Agreement Procedures and Regulations

- A. The use of a county field may be reserved for a reasonable period of time for the purpose of group activities through application to the County and upon payment of a field rental fee in accordance with the fee schedule.
- B. The Field Usage Request forms document can be mailed, emailed or faxed back to the athletics office. To request an application, call 770-414-2111/2113. Applications are processed on a first come, first serve basis. Completion does not ensure that the dates requested will be available.
- C. All fees and charges must be received by the Athletics office three (3) weeks prior to the scheduled event. Permits will be issued upon receipt of full payment of all fees and charges. A permit, for the purpose of this document, will be issued by the Athletics office to the applicant for the use of the DeKalb County property for recreation programs at the time(s) and date(s) specified in the agreement.
- D. Facility reservation must be made at least 45 days prior to the event to the Athletics office and no more than 6 months in advance.
- E. Users will assume liability for any damage to the facility while in its use. Users will provide DeKalb County a Certificate of Liability Insurance with limits of \$1,000,000 with DeKalb County named as co-insured. The party making the reservation shall assume full responsibility and liability for the activity.
- F. Admission fees and/or donations are **PROHIBITED**.
- G. The Parks and Recreation Department reserves the right to require emergency medical personnel, security and traffic control enforcement.
- H. Selling of food is **PROHIBITED without a Permit**.
- I. Selling of t-shirts and any paraphernalia are **PROHIBITED**.
- J. Animals are **PROHIBITED** on athletic fields.
- K. County Ordinance prohibits alcoholic beverages anywhere in the park. Section 19-35 Alcoholic Beverages/Illegal Drugs.



- L. The Parks and Recreation Department has the right to cancel any activities on an athletics field during severe or inclement weather when it is deemed necessary that condition would cause harm to participants and or damage to fields.
- M. Disorderly conduct or behavior by participants will not be tolerated. This agreement may be terminated at the discretion of Parks and Recreation personnel if such behavior occurs.
- N. Renter must be at least 21 years of age or older to use the facility. The individual who signs the agreement is responsible for the facility.
- O. Renters claiming tax-exempt status must provide the Athletics Office their Internal Revenue Service Tax Exempt Number to be verified.
- P. The renter will make sure all trash is picked up and placed in containers provided. Failure will result in security deposit being forfeited.
- Q. County Ordinance: Park Curfew is 11:00pm Section 19-26 Hours of Operation
- R. For safety purpose, field lights will be turned on at dusk and rates will be charges accordingly. A \$30.00 per hour charge will apply for all lighted fields. Additional minutes over the limit will be charged as an additional hour.
- S. The renter is **required** to have a minimum of one DeKalb County Parks and Recreation Athletics staff person at the facility during the time of rental.
- T. A special permit for loudspeaker and other electronic devices must be requested at least one month but no later than two weeks prior to event.
- U. Grilling in the park is **PROHIBITED without DCRPCA permit.**

Recreation Services Division Office/ Athletics Section



DeKalb County Parks and Recreation Athletic Section Field Usage Request Form/Application

Contact Information

Group Requesting Reservation_____

Person in Charge_____

Address_____

Phone_____ Fax_____

E-Mail Address_____

Request Information

1st Preferred location_____

2nd Preferred location_____

Type of Function_____

Day/Date_____ Time_____

Number of fields_____

Expected # of Teams_____ # of Spectators_____

Additional Information_____

Pricing Details

Please make every effort to be as accurate as possible for the safety of your guest.

Deposit Field Usage	\$200.00 (Separate Check Only) - Payable to DCRPCA
Under 4 hours	\$50.00 per field / per day
4-6 hours	\$100.00 per field / per day
6 hours or more	\$150.00 per field / per day
Field Manager	\$15.00 per hrt
Field Preparation	\$ 75.00 per field
Full Field Layout Preparation	\$ 150.00 per field
Lights	\$ 30.00 per field /per hour
Certified DeKalb County Officer – Security	\$ 35.00 per officer /per hour
DJ / Loud Speaker	\$ 25.00 per event/day
Vendor/Food Fees - By Permit ONLY	\$ 250.00per day (Per Vendor)

Receiving this form is NOT confirmation and does NOT guarantee usage of any DeKalb County facility. Acknowledgement of a request will be made within 48 to 72 hours. All request must be submitted 45 days in advance with a deposit.