

Recreation & Parks Department Facility Rental

How to reserve a facility:

The Rental Request form may be completed and submitted to the Recreation & Parks Department Recreation Specialist or online at <http://spr.gs/rec>.

Reservation requests 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. All rental requests must be received at least 5 days in advance or more of reservation date. Balance due must be paid within five business days after requestor has been invoiced.

1 Galambos Way

Sandy Springs, GA 30328

Phone: 770.730.5600

Email: recreation@sandyspringsga.gov

Website: <http://spr.gs/rec> or <http://registration.sandyspringsga.gov>

Indoor Facility Rental Fee Schedule

Fulton County Resident	Non-Resident of Fulton County
\$25.00 / hour	\$30.00 / hour

#1 - **Activity Building** – 6005 Glenridge Dr.

- 1,225 sq. ft.
- Chairs and tables are available
- Max capacity is 50 users



#2 - **Lost Corner Preserve Cottage** – 7300 Brandon Mill Rd.

- 1200 sq. ft.
- Chairs and tables available
- Max capacity is 49 users



LOST CORNER COTTAGE RULES

- The cottage will be available for public rentals daily between the hours of 8:00 a.m. and 9:30 p.m.
- 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 systems
- Food must be catered.
- No refrigerator on site.
- No smoking

- No moving facility furniture.
- No weddings.

Covered Pavilions Fee Schedule

Pavilion #2 – Hammond Park – 6005 Glenridge Dr

- \$25/hour (Fulton County Resident)
- \$30/hour (Non-Resident of Fulton County)
 - Located adjacent to Activity Building
 - 40 x 28 or 1,120 sq. ft.
 - 3 grills on site
 - 2 electrical outlets
 - 12 Picnic tables
 - Max capacity is 96 users inside seated at picnic tables



Pavilion #3 – Overlook Park – 200 Morgan Falls Rd

- \$25/hour (Fulton County Resident)
- \$30/hour (Non-Resident of Fulton County)
 - 93 x 45 or 4,185 sq. ft.
 - 2 large grills on site
 - 20 Picnic tables
 - No live music or amplified sound
 - No inflatables
 - No weddings permitted at park
- Groups of 60+ users
 - \$250 per reservation for first two hours
 - \$100 per additional hours
 - Must reserve after 5pm on weekends (Fri-Sun)



SANDY SPRINGS

RECREATION AND PARKS

Athletic Field Fee Schedule

Hammond Park or Dunwoody Springs Elementary Artificial Turf Fields

Fulton County Resident	Non-Resident
\$50.00/hour (Full Field Only)	\$100.00/hour (Full Field Only)
Field lining is \$50 per event – as determined by rental request (Dunwoody Only)	

Leagues wishing to rent the turf field for reoccurring time may contact our athletic office to discuss request at recreation@sandyspringsga.gov . Requestors must submit a completed Facility Rental/Event Questionnaire form, a complete schedule of dates and times and proof of liability insurance.

- Professional Artificial Turf Field - 100 yards long by 60 yards wide
- Used for football, soccer, kickball, etc.
- Soccer goals
- 4 sets of 5 row bleachers (Hammond Park)

The field is also open for scheduled free play certain days of the week. (No lessons or organized play allowed during free play times). No lessons, group activities or organized play allowed without a rental permit.

Morgan Falls Athletic Fields

Baseball Field Resident	Baseball Field Non-Resident	Pavilions	Football Field Resident	Football Field Non-Resident
\$25.00/hour	\$50/hour	\$25/hour	\$50/hour	\$100/hour

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

This park’s fields may be rented when not in use by the Sandy Springs Youth Sports Association. Football Field availability varies by season.

Filming on Parks

Sandy Springs is a production-friendly city. Whether you're looking for modern office buildings, genteel Southern homes, beautiful views of the Chattahoochee River and its wildlife, or bustling street scenes, you'll find it all right here in Sandy Springs. The City also has all the resources and amenities you'll need to accompany your shoot from the development stage to post-production. By shooting in Georgia, you'll find strong financial incentives that make working here a smart choice.

Film Production Permit Applications must be submitted at least five (5) business days in advance of production. Minimum processing time for film and movie permits is two (2) business days; however, depending on the type, intensity of the production, time may take longer. **All film productions require an application and should request a meeting with staff.** To apply for a Film Production or Photography Permit, please apply through the City’s permit portal OpenGov.

Support Documentation Needed for Film Permits:

- Site Plan - showing production location and base camps.
- Executed agreements from the property owner for use of the production location and/or base camp.
- Notification of neighbors and businesses affected by production location. This will be a two (2) block radius (north, south, east, west).

- Certificate of Insurance.
- Security plan (if applicable).
- Food permits information (if applicable).
- Tent permit (if applicable).
- First-aid plan (if applicable).

Special Event on Parks

A Special Event covers activities that occur on public or private property which affects the use of public streets, sidewalks and roadways such as, but not limited to festivals, fairs, promotional events, runs and walks, and concerts.

If requesting a special event or public assembly permit at a city park or if it will affect the use of public streets, sidewalks and roadways or attendance will be 100+, you may apply through the City's permit portal [OpenGov](#). The Special Event Permit requires a two-week advance notice of the event.

Form must include detailed plans of the event (e.g. File, floor plan, etc.). Event Sponsor may have to submit proof of insurance with a minimum of \$300,000 personal injury per person, \$1,000,000 maximum, and \$100,000 property damage against all claims arising from permits issued.

Alcohol on Parks

Serving Alcohol at Events

You must have an [Event Permit](#) to hold a public or private event in Sandy Springs. To server alcohol at the event, you must meet one of the following criteria:

1. The business entity that obtained the Event Permit must have an [Alcoholic Beverage License](#), and the employees serving alcohol must have pouring permits associated with that license; or
2. You must contract with an alcoholic beverage caterer that holds an [Alcoholic Beverage License](#) in the City of Sandy Springs, and their staff must host pouring permits associated with that license.

A Pouring Permit is only issued to someone who is actively working for a business that holds a valid [Alcoholic Beverage License](#) with the City of Sandy Springs.

If you have questions about Pouring Permits for events, please call the Sandy Springs Call Center at 770-730-5600 and ask to speak with the Revenue Department.

Note: Alcohol Permit to serve alcohol at park events may only be issued for Lost Corner Cottage or Overlook Park Pavilion.

Food Trucks

Applicant may request a food truck (Mobile Food Unit) during their event. Applicant's food truck vendor must either be a Sandy Springs licensed vendor and/or must have been inspected by a city in North Fulton Fire Marshall's Office (Sandy Springs, Alpharetta, Roswell or Milton). To inquire about approved food truck vendors please email WWestbrook@sandyspringsga.gov or call 770-206-4365. The food truck vendor must show proof of license or inspection certificate to Park Staff during event.

Hammond Park & Dunwoody Springs 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 & Dunwoody Springs 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. One-time fee of \$50.00 will be charged for field lining and set up.

Additional Information for field renters.

- League fees must be paid in full 5 days in advance of rental.
- Cancellation dates due to weather interference or technical problems may be made up by extending the season where City's programming schedule permits. Notify the Recreation and Parks Office within 48 hours of the rainout date. There will be no cash refunds.
- Conflicts and issues related to field use should be reported to the Recreation and Parks Athletic Coordinator at (770) 730-5600.

General Terms & Conditions:

- 1) A rental request must be completed and submitted to the Recreation & Parks Department as the first step to secure a facility reservation. Rental of a facility may not exceed more than three months consecutive use. Facility may not be used as a place of business.
- 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.
- 3) All reservations must be paid within 5 business days of approval or sooner depending on approval date.
- 4) Rental includes use of facility and does not guarantee the use of any accessory item near facility. (i.e. grills, fire pit, playground, etc.)
- 5) The Department reserves the right to approve any equipment to be furnished, installed or used by the customer and any such equipment authorized and used by the customer shall be removed at the termination of the customers' reservation date.
- 6) Renter, at end of reservation time, shall return premises, furniture, props, equipment and fixtures used in connection to the Department to the way they found it. Damage and/or destruction of the above named property(s) will result in repair and/or replacement fees billed directly to the renter.
- 7) The Department and City are hereby expressly released and discharged from any liability for such loss while in use by customer. The City reserves the right to request a certificate of liability insurance from customer.
- 8) In the event renter desires to have renter's property on the premises. The Department will not be responsible for the protection of such property against fire, theft, accident, or other loss.
- 9) All events must conclude by 9:30 pm unless otherwise approved by the Department. Facility must be clear when permit time expires, or additional rental fee will apply.
- 10) The sale or consumption of alcoholic beverages on premises is prohibited without a Tier 2 Special Event Permit issued by the City's Permit office.
- 11) The Customer shall not assign this agreement or any rights there under nor to sublet said premises without prior written consent of the Department.
- 12) The renter agrees to follow all rules posted at turf field(s) and other locations within each park.
- 13) 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.
- 14) In all circumstances, the Department retains full authority for final approval and denial of facility reservation requests.

- 15) All relative City of Sandy Springs Codes & Ordinances are in affect and enforced at all City of Sandy Springs facilities. Renter's current and future reservation requests may be denied if renter is found in violation of any of the City of Sandy Springs ordinances.
- 16) Renter acknowledges no refunds will be given after the date of the rental. The renter's cancellation notice must be given during office hours (Monday-Friday) at least 2 days in advance. **All refunds will incur a \$10 administrative fee.** The Refund Request form can be found online at <http://registration.sandyspringsga.gov> under the Forms Tab. (viewable in Desktop mode only. Mobile users, open menu and switch to desktop view).
- 17) Renter may request a date change upon notifying the department at least 48 hours before reservation date, completing a Facility Change of Date form, and submitting it during office hours only. Change of date may not be available.

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

WAIVER OF LIABILITY

I attest that I am 21 or older. 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

SANDY SPRINGS
THIS IS NOT A RENTAL AGREEMENT
RECREATION AND PARKS

Recreation and Parks Event Questionnaire/Rental Request

(Please sign and date the signature page before submitting form)

Date: _____

Name of Individual/Family or Sponsoring organization: _____

Address: _____

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 Large Pavilion ☐ Hammond Activity Building ☐ Lost Corner Preserve Cottage

☐ Overlook Pavilion ☐ Athletic Field (see below) ☐ Morgan Falls Athletic Complex field (see below)

Athletic Field Rental Information

Turf Field:	<input type="checkbox"/> Hammond Park	<input type="checkbox"/> Dunwoody Springs	Full Field (100 yards)
Activity:	Football <input type="checkbox"/>	Soccer <input type="checkbox"/>	Kickball <input type="checkbox"/>
	Wiffle Ball <input type="checkbox"/>	Lacrosse <input type="checkbox"/>	Other <input type="checkbox"/> _____
Is this a League?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	(attach league schedule)
Any required lining?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	if yes describe: _____
Morgan Falls Fields:	Football <input type="checkbox"/>	Baseball <input type="checkbox"/>	Softball <input type="checkbox"/>
	Other	_____	

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

List other items for indoor locations: Number of tables? _____ Number of chairs? _____ Will you have a food truck? _____

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

Requesting to serve alcohol: _____ (An alcohol permit is required) Requesting food truck: _____ (Must, have Fire Marshall inspection sticker)

For City of Sandy Springs Recreation & Parks Use Only:

Results: APPROVED

NOT APPROVED

Amount(s) Charged: \$ _____

\$ _____

Sandy Springs Recreation & Parks Authorization

Total Charged: \$ _____