

**MOLENA PAVILION RENTAL
AGREEMENT
AND GENERAL RULES & REGULATIONS**

1. Return all applications to 10 Springs Road, Molena, GA 30258 Attn: PAVILION RENTAL Please make **checks** payable to the **City of Molena**.
2. On or after December 1, 2023, the rental of the Molena Pavilion will be at the following rates, without discount or waiver based on purpose, except as may be granted by City Council:

Rental	\$150.00
Refundable Deposit	\$50.00

(Deposit is forfeit if no proof of condition is provided to City of Molena upon leaving the facility.)

3. City Council may waive the applicable rental rate in those instances it deems appropriate.
4. In any instance of a reduced or waived fee, a security deposit of ONE HUNDRED (\$100.00) DOLLARS will be collected. Said deposit will be refunded in whole, or in part, after an inspection is completed by the City Clerk or such other individual appointed by the Clerk, evidencing that no damage has been done to the pavilion.

*****SECURITY DEPOSIT CHECKS WILL ONLY BE MAILED UPON RECEIPT OF A SELF-ADDRESSED STAMPED ENVELOPE*****

5. Upon leaving the facility, please email pictures showing the condition of the property to: molenacityhall@molenga.com or send by SMS to 706-975-8644. No deposits will be refunded without proof of condition on the day of rental.
6. Applications will be honored on a first paid basis. A non-refundable deposit of Fifty- (\$50.00) dollars will be required to hold the rental for a particular date. This deposit will be due with the executed application. Reservations may be made on and after January 1st of each year for that year.
7. Remaining payment in full for use of the facility is due one week prior to expected date of use. Nonpayment by this time will result in forfeiture of both reservation and deposit. Rental fees may be paid in person by cash, local check, or card, or over the phone by card.
8. The cancellation of a reservation by the renters will result in a forfeiture of fees if the office is not notified in writing within thirty (30) days of the scheduled reservation. **No refunds will be issued due to inclement weather.**
9. The pavilion closes at 10 p.m. All persons must leave the pavilion prior to this time. If asked to vacate the premises for any reason by Police Officer or City representative, you must leave at once. **Non-compliance shall result in forfeiture of your security deposit.**

10. All motorized vehicles and bicycles must stay on established roadways and designated parking spaces. **NEVER** block the main drives in case of emergency. **Absolutely NO parking under Pavilion or stopping on roadway of the pavilion for the purpose of registering or soliciting. Any vehicles left overnight will be towed away at Renters' expense. AERIAL EVENTS ARE NOT PERMITTED AT THE PAVILION AT ANY TIME.**
11. **The City of Molena is not responsible for personal items left at the pavilion. Items may be confiscated if left overnight and will be considered the property of the City of Molena to dispose of accordingly.**
12. Fires are permitted in grills and barbecue pits (not provided by City of Molena) outside the pavilion only. Tables **must be replaced** under Pavilion if removed. **No staples, tacks, or nails to anchor tablecloths to tables. No staples, tacks, or nails to attach anything to the Pavilion posts. Non-marking tape ONLY is allowed and must be removed after rental. Non-compliance shall result in the forfeiture of your deposit.**
13. Water is provided for clean up only, not recreational purposes.
14. **NO OFFENSIVE WEAPONS, FIREWORKS, OR MOTORIZED VEHICLES** are permitted *in* the pavilion. **Non-compliance shall result in the forfeiture of your deposit.**
15. **ALCOHOLIC BEVERAGES ARE NOT PERMITTED. NO SMOKING AT ANY TIME. Cigarette butts and evidence of alcoholic beverages found on the grounds will result in forfeiture of your deposit.**
16. Additional picnic facilities and/or activities such as tents, hayrides, train rides, and horses must have prior approval by the City Officials before such items/activities are permitted. Persons, groups or organizations damaging the pavilion facilities will be held financially responsible, as noted by City employees, officials or Police Officers, who will document the damages and present them to the City Office. **THIS INCLUDES WILLFUL DAMAGE OR LOSS OF EQUIPMENT.**
17. **ABSOLUTELY NO BOUNCY HOUSES without proof of a minimum of \$1,000,000 liability insurance covering said BOUNCY HOUSES.**
18. All garbage **MUST** be placed in the approved trash bins located on the property or completely removed from the property. Failure to properly dispose of trash will result in a **\$40.00** clean up fee being deducted from your security deposit. Any trash that does not fit into the trash bins must be removed. Trash should not be piled up to the point of preventing the proper closure of the bin lids.
19. Molena Pavilion cannot be closed exclusively for any pavilion rental. Molena Pavilion is paid for by tax dollars of City of Molena property owners for their use and enjoyment during regular pavilion hours.
20. The renter *hereby agrees to indemnify and hold harmless*, the City and its employees and agents, from any and all claims for damage or injuries to persons or property resulting from use and occupancy of the pavilion, its facilities and equipment. The renter shall provide to the City, upon request, proof sufficient to the City that the renter can fulfill its obligations hereunder.

MOLENA CITY RULES AND REGULATIONS FOR CITY PAVILIONS AND RECREATION AREAS

The following rules and regulations are hereby established for the management and protection of the pavilions and recreation areas that currently are or may hereafter be acquired, leased, managed or established by the City of Molena:

A. The pavilions and recreation areas shall be open to the public on such days and at such times as determined from time to time by the City Council. No person other than authorized officials, consultants, agents, invitees or employees of the City shall be in any pavilion or recreation area at any time other than the times established by the City Council.

B. No person shall injure, deface, remove, cut or damage any of the trees, plants, shrubs, grass, turf, buildings, structures or fixtures therein, or any other property of the City located within any pavilion or recreation area.

C. No person shall remove any bench, seat, table, equipment or facilities from the pavilion or recreation area or change the location thereof without permission from the person designated by the City Council or designee appointed to supervise the pavilion.

D. No person shall conduct himself/herself within the pavilion so as to annoy any other person occupying or using any pavilion or recreational area or nearby residences and businesses.

E. No person shall hold any meeting or gathering, assembled through advertisement or public notice, or any gathering otherwise assembled and composed of ten (10) or more persons, within the limits of the pavilion or recreation area without having first made application to the City Council for a permit therefore. Such permit shall indicate the location in the pavilion or recreation area where such gathering or meeting shall be held and such gathering shall not be held at any other location within the pavilion or recreation area. The application for such permit shall be in the name of a person who shall be responsible for all activities and conduct of the group or gathering and compliant with the Rules and Regulations. A permit may be refused for any person or any group at the discretion of the City Council.

F. No person shall set up any booth, table or stand for the sale of any article, item, product or service whatsoever, within the limits of any pavilion or recreation area without the consent of the City Council, which shall have authority to refuse such consent in any instance.

G. No person shall dispose of any waste or garbage in the pavilion or recreation area except in receptacles designated for the respective purpose. All persons using the pavilion shall dispose of all waste and garbage left by them in such property receptacles. No person shall bring to and dispose of any waste or garbage in the pavilion or recreation area.

H. All garbage MUST be placed in the approved trash bins located on the property

or completely removed from the property. Failure to properly dispose of trash will result in a \$40.00 clean up fee being deducted from your security deposit. Any trash that does not fit into the trash bins must be removed. Trash should not be piled up to the point of preventing the proper closure of the bin lids. Do not leave trash in Pavilion Kitchen in the event there is insufficient space in the trash bins for proper disposal.

I. No person shall injure, deface or destroy any notice, rule or regulation posted at any place within any pavilion or recreation area by authority of the City Council or any other authority of the City, nor shall any person post at any place within the pavilion any notice or placard other than by authority of the City Council or Recreation Board. Banners related to the event may be displayed and removed provided no nails or staples are used to display said items.

J. No person shall set or maintain any fire in any pavilion or recreation area except in stoves, grills and fireplaces.

K. No person shall bring alcoholic beverages into the pavilion, either for his/her own use or consumption or for the use or consumption of any other person.

L. No person shall carry, possess or discharge any explosives, offensive weapons, slingshots, fireworks, arrows or other unlawful weapons on or into City property that is used for or in connection with any pavilion, playground or recreational area of the City unless prior permission has been granted by the City Council in designated areas. Police officers and others while engaged in the performance of their official duties who are exempted pursuant to the laws of the Commonwealth of the Unites States from any prohibition, activity or action provided above shall likewise be exempt from the application of these provisions. Further, any person who qualifies for an exception or exemption from the application of any of the above pursuant to the laws of the Commonwealth or the Unites States shall likewise be excepted or exempted from the application of these provisions.

M. No person shall hunt for, capture or kill, or attempt to hunt, capture or kill, or aid or assist in the hunting, capturing or killing of, in any manner, any wild bird or wild animal of any description, either game or otherwise, in or on any City property that is used for or in connection with any pavilion, playground or recreational area, unless prior permission has been granted by the City Council in designated areas. Police officers and others while engaged in the performance of their official duties who are exempted pursuant to the laws of the Commonwealth of the Unites States from any prohibition, activity or action provided above shall likewise be exempt from the application of these provisions.

N. No person shall operate any motorcycle, all terrain vehicles, utility terrain vehicles, mini-bike, trail bike, motor vehicle or vehicles within any pavilion or recreation area.

O. Animals.

1. Except for dogs, and subject to the restrictions and conditions hereinafter set forth, no owner or possessor of any animal, bird, fowl, reptile or amphibian (hereafter collectively referred to as "animal"), shall possess, have, cause or permit it to be in or upon any pavilion or recreation area of the City of Molena except as authorized by City Council.

2. Any person owning, possessing or controlling any dog may have the same within any pavilion or recreation area of the City of Molena subject to the following conditions and restrictions:

- a. No such person shall cause or allow such dog to be unleashed or unrestrained.
- b. No such person shall cause or permit such dog to be out of control under any circumstances.
- c. All dogs in a pavilion or recreation area of the City of Molena shall have a current, valid Georgia dog license, which license shall be properly displayed upon the dog.
- d. As required by Georgia Code Title 31 – Health Chapter 19 - Control of Rabies § 31-19-1 Responsibility for Control and promulgated thereunder, every such dog shall have a rabies vaccination and such fact shall be properly displayed by the rabies tag upon the dog.
- e. No dog in any pavilion or recreation area of the City of Molena shall be outfitted with a prong, spike or similar collar.
- f. Any dog in a pavilion or recreation area of the City of Molena that exhibits aggressive behavior toward any person or animal shall be prohibited and upon showing of such aggressive behavior must be removed from the pavilion.
- g. No leash shall be longer than six (6') feet in length.
- h. All leashes or other control devices must be continuously maintained in the hand or hands of the person owning, possessing and controlling the dog.
- i. No person owning, possessing or controlling the dog shall permit or allow the dog to defecate upon any property, personal or real, unless such person immediately removes the feces and properly disposes of it. Any such person shall carry with him or her at all times a suitable container or other suitable instrument for the removal and proper disposal of such feces. These provisions shall not apply to a guide dog accompanying a person with a disability.
- j. No person owning, possessing or controlling a dog in a pavilion or recreation area of the City of Molena shall permit such dog to bark or act in any manner so as to cause a disturbance of the peace of any other person within the pavilion or recreation area.
- k. Any person owning, possessing or controlling a dog shall at all times have such dog under such control to prevent the dog from harassing or injuring any other person, property or animal within the pavilion or

recreation area.

Any person who shall violate any provision of these Rules and Regulations, upon conviction thereof, shall be sentenced to a appropriate fines and fees, together with costs; and, in default of payment of said fine and costs, to such legal action as is correct. Each day that a violation of these Rules and Regulations continues and each Rule and Regulation that shall be found to have been violated shall constitute a separate offense.

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