

**Douglas-Coffee County Parks & Recreation Department**  
**Group Shelter, Pavilion & Park Rules & Regulations**

10/18/2021

1. A user wishing to utilize a park may do so without charge on a first come-first served basis without a reservation. However, if someone has reserved the park, that person has all rights to the shelter during the time of the reservation.
2. Anyone wishing to **reserve** a park shelter will be charged a \$100.00 deposit & \$50.00 rental fee.
3. Reservations must be made by an adult (age 18 or older) with proper picture I.D.
4. Reservations may be made no earlier than one year in advance.
5. Alcoholic beverages and illegal drugs use are not permitted.
6. No Teenage parties without parent supervision on premises at all times.
7. No pets are permitted unless in compliance with City of Douglas “Running At Large” (Leash Law) Ordinance (Section 10-42) or in coordination with City sponsored events.
8. **NO PARKING ON THE GRASS**

**Weddings** (Emma Ward Park)

1. A user wishing to utilize a park to get married may do so at no charge on a first come-first served basis, no reservation is guaranteed. Any user wishing to reserve a park or shelter for a wedding ceremony will be charged a \$100.00 deposit & \$50.00 reservation/rental fee.
2. Reservations are accepted on a tentative basis at the initial point of contact.
3. Please do not stick bows, banners, signs, etc. on gazebo with any kind of tape.
4. The City of Douglas reserves the rights to not allow any waterslides, inflatables etc. in the park.

**Birthday Parties & Miscellaneous Activities**

**(Davis Wade, Eastside, Madison, Municipal, Roundtree, Wheeler Shelter, Unity & Gladys Coley Resource Center Shelter)**

1. A user wishing to utilize a city park or shelter for a birthday party or miscellaneous activity will be charged a \$100.00 Deposit and a \$50.00 Rental fee to use a site.
2. Any costs for damages and any unusual cleaning costs shall be assessed and paid in addition to the \$50.00 rental fee.

**Use of Park** (for Festivals, Craft Shows, Trade Shows, etc.)

1. When an event requires consecutive days of park usage, sponsor must submit a detailed explanation of benefit to the community. Request should be mailed to the Facility Supervisor’s Office at 200C S. Madison Avenue, Douglas, Georgia 31533 or manually delivered to our office, at same location in Central Square.
2. As a condition of permitting an applicant the use of an area as contemplated herein, the City shall not assume any liability for injury to person nor damage to property suffered to or occasioned by any applicant, officer, agent, employee of the applicant, or any guest, invitee, declared that the purpose of this policy is to provide a convenience to applicants and others for the use of the designated areas.
3. Liability insurance may be required for all special events with an attendance of 100 or more people and for all special events that are open to the public. The insurance policy should be submitted to the Douglas-Coffee County Parks & Recreation Director’s office.
4. **A Special Events permit will be required.**

### Alcohol

**No drugs, alcoholic beverages sales or give-a-ways are allowed in City Parks.**

**Vending/Concession** (for Festivals, Craft Shows, Trade Show, Fund-Raisers, etc.)

1. Private, family or social cooking and grilling is permissible in City Parks.
2. Commercial activities associated with special events, subject to the following, must be approved by the Douglas-Coffee County Parks & Recreation Director or designee:

**To offset cost of event.**

**To enhance the enjoyment of the event for the participants, i.e. concession sales, etc.**

3. Event sponsors may be allowed to contract with vendors for participation with maximum participation and layout, meeting the safety regulations for pedestrians, parks and spectators. Vendor layout must be approved prior to the event by the Facility Supervisor or designee. Items sold other than food and beverage must be directly related to the event, i.e., T-shirts, posters, programs.
4. The Event Coordinator and the organization planning the event are responsible for the actions of vendors. Event coordinator must provide a list of vendors to Facility Supervisor office prior to event date. List should include name, address, and phone number of each vendor.

### Security

1. If deemed necessary by the Douglas-Coffee County Parks & Recreation Director or designee, the Douglas Police Department or other approved security methods must be provided for events held in city parks at the expense of the user. Security cost for all events will be **\$36.00** per hour.
2. Unless security is arranged, your permit for the use of the park is invalid. The Facility Supervisor must receive communication from the Douglas Police Department, or other, one week prior to date stating that security has been arranged. You are responsible for arranging security and seeking approval for security. If security is not provided by the User, the City of Douglas has the option of canceling event or hiring security and billing User.

### Signage

Banners, placards, etc., are not to be attached to trees and poles. It shall be unlawful for any person to tie on, tack on or nail any banners, placards or signs of any kind on any tree or pole within the corporate limits of the City; except that temporary banners may be tied to trees and poles within parks and squares announcing performing arts events, charitable drives, or festivals to be held on the site when sponsored by a nonprofit organization or governmental agency or department. Placing posters and flyers on trees and poles is prohibited by the City Zoning Regulation Code (section 902). For more information, call Randall Parker, Zoning Code Enforcement Office, at 389-3462.

### Streets

The provision of this policy and any use pursuant hereto do not authorize the reservations nor closing of any street, alley, sidewalk or other public way. Authority to close off a street must be obtained through the City Manager's office. Please refer to City Code "Parades", Chapter 78 - Article 2 for additional information on vehicles, animal or pedestrian assembling on sidewalks or streets.

### Sound/Loudspeakers

1. If a public address system will be used, a Sound Amplification Permit must be obtained from the Code Enforcement Office, (912) 389-3423. Sound permit should be obtained two weeks prior to scheduled event. Permit holder must abide to the City Noise / Use of Loud Speakers, etc. Code (Section 38-32)
2. Security may be required for sound permits and is responsible for monitoring events with sound to ensure sound is within limits specified on Sound Amplification Permit.

### **Restrooms/Portable Toilets**

1. Currently, permanent restroom facilities are located at Emma Ward, Municipal, Eastside and Wheeler Park. The User will be responsible for obtaining the key in advance for all Parks, from the Facility Supervisor, for unlocking and re-locking the restrooms.
2. For large outdoor events, the placing of portable toilets will be permitted in areas designated by the Douglas-Coffee County Parks & Recreation Director, Facility Supervisor or designee. It is the responsibility of the user to secure a portable toilet for their event and to provide proof to the Facility Supervisor one week prior to event date.
3. It is the responsibility of the User to ensure removal and cleaning of the portable toilets.

### **Maintenance**

1. Cleanup must be done during events as needed...receptacles emptied and litter picked up. All trash accumulated must be secured in trash receptacles or removed from site.
2. If dumpsters are needed for the event, you are responsible for the cost and the placement. Contact the Solid Waste Management to arrange for dumpsters, (912) 384-6001.
3. If litter pickup continues the day following the event, efforts should begin early enough in order to return the park to its original condition by 9:00 a.m.
4. At the conclusion of any period of use, the area will be inspected by the Parks Coordinator and the applicant will be charged with the cost for cleanup or other necessary activities to restore the premises to the existing condition prior to use by the applicants.

### **Vehicular Traffic**

1. Absolutely **no** vehicular traffic is permitted on the lawn or sidewalks of any city park. Emergency vehicles or vehicles delivering concession items or setup equipment may deliver those items and then the vehicle must be removed from the grass, sidewalk or general park area and park in the designated parking area.
2. Any deviations will result in the forfeiture of deposit to be used for cost of repairs, if necessary.

### **Staging**

Staging must be approved two weeks prior to event, by the Facility Supervisor or his/her designee.

### **CLEAN UP CHECKLIST:**

1. Turn off all lights, including restrooms.
2. Turn off water.
3. Close and lock all doors.
4. Clean off all tabletops.
5. Clean off walkways.
6. Flush toilets.
8. All grills must be removed after event.
9. Put all trash in outside trash cans. If enough trash cans are not available trash must be secured in trash bags and out of reach from animals.
10. Failure to clean-up pavilion or park according to above checklist may be held against you reserving the shelter in the future.

**PARK SHELTER AGREEMENT**

<input type="checkbox"/> Atkinson Plaza	<input type="checkbox"/> JC Adams Municipal Park Shelter
<input type="checkbox"/> Davis Wade Shelter	<input type="checkbox"/> Madison Ave. Park Shelter
<input type="checkbox"/> Eastside Park Shelter	<input type="checkbox"/> Roundtree Park Shelter
<input type="checkbox"/> Emma Ward Gazebo	<input type="checkbox"/> Unity Park Shelter
<input type="checkbox"/> Jackson Park Shelter	<input type="checkbox"/> Wheeler Park Shelter
<input type="checkbox"/> Gladys Coley Resource Center	

**User's Responsibility**

**It is the user's responsibility to comply with all city rules and regulations regardless of whether or not they are stated.**

Date of Lease: \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_

Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Guests Expected: Adults \_\_\_\_ Children \_\_\_\_ Fax # \_\_\_\_\_ Email \_\_\_\_\_

Event/Purpose: \_\_\_\_\_

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Security Required: \_\_\_ YES \_\_\_ NO Hours: \_\_\_\_\_ to \_\_\_\_\_ \$ \_\_\_\_\_ (\$36 per hour)

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Reservation Fee \$ \_\_\_\_\_ Date Paid: \_\_\_\_\_

By signing below, I agree to accept responsibility for said facility and I agree to follow the rules set forth by the City. I understand that if rules are not carried out, this will result in premises being vacated with no refund of rental fee.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_