

City of Milton Parks and Recreation Department: Facility and Fields Use Policy

Purpose and Mission

The City of Milton Parks and Recreation Department (hereinafter referred to as “MPRD”) has a variety of facilities and fields located within the City of Milton, Georgia (“City”) that are available to rent when not in use for City-sponsored programs or City partner programs. MPRD’s mission is to serve the residents of the City, and therefore City residents enjoy the first opportunity to rent available space after other programming needs are met.

MPRD hereby establishes these universal policies and procedures (the “Policy”) pertaining to the rental of such fields and facilities for distribution to City employees and the general public as appropriate to ensure consistency in MPRD operations. It should be noted that each rental facility and field is unique and has specific guidelines that renters must adhere to in addition to those listed in this Policy. Rental fees will vary for each specific facility/field.

Facilities include, but may not be limited to, picnic pavilions, meeting rooms, gymnasiums and tennis courts identified by MPRD. Fields include, but may not be limited to, baseball/softball fields and multi-purpose rectangular athletic fields identified by MPRD.

MPRD facilities and fields are intended to be used by residents of the City, and City residents shall be given first priority to rent after City-sponsored programs or City partner programs. MPRD reserves the right to request participation information (including participant names and addresses) from any individual or group requesting to rent fields or facilities. Factors that may be considered by MPRD in considering a request to rent include the number of City residents involved in the rental activity.

Rentals will be subject to the following restrictions:

1. Facilities will not be available when an event sponsored by the City or an activity approved by the City is being conducted.
2. With the exception of the Bethwell Community Center, indoor rentals will not be allowed on City recognized holidays.
3. All rentals, except outdoor athletic facilities, will end no later than 11:00pm. Outdoor athletic facility rentals must end at 10:00pm.
4. Reservations of indoor facilities during regular hours of operation are not allowed.
5. Reservations of indoor and outdoor facilities may be made no earlier than six (6) months prior to and no later than three (3) business days prior to the requested event date.

MPRD reserves the right to amend this Policy, including the fee schedule, Rental Requests provisions, Universal Guidelines, and Fields/Facilities below, as deemed appropriate with thirty (30) days prior written notice of amendment by posting on the City’s website.

Per the terms of the Memorandum of Understanding with the City of Alpharetta (“Alpharetta”) effective December 1, 2012, Alpharetta residents shall be allowed to rent City facilities and fields,

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provided space is available, and shall pay the same fees as City residents. For the purposes of this Policy, the word “Resident” shall include residents of the Cities of Alpharetta and Milton unless noted otherwise.

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Rental Requests

All applicants shall complete a Field License Agreement or a Facility License Agreement (“Agreement”), copies of which are included with this Policy.

Requests to rent a facility/field shall be treated as follows:

1. A request related to a program or athletic sport already offered by MPRD, or its partners, will be permitted a maximum of three rental periods in a calendar year. A rental period may consist of up to seven consecutive days.
2. Athletic teams representing a sport (or a certain level of sport) that is not offered by the MPRD may rent a field based on availability if the field has not been closed for repair or maintenance.
3. Social activities/events may be scheduled on any field as long as the field is available and there would be sufficient time after the rental to prepare/maintain the field for its next scheduled use.
4. In the event a rental request is made that does not fall under item 2 or 3 above, the MPRD Director (“Director”) shall determine if the rental request will be allowed.

All requests must be made via a completed Field License Agreement or Facility License Agreement no more than six (6) months prior to the requested date. Requests will NOT be processed on a first come, first served basis. Each month on the 1st and 15th of the month (or the next business day if said date falls on a weekend or City holiday), there will be an approval of rental requests (approval date). The completed Field Use Agreement or Facility Use Agreement must be submitted to the MPRD Director no less than three (3) business days prior to the approval date.

In the event of competing dates/times for the same facility or field, a drawing will be held to approve the rental. The approved renter will be notified via the contact email on the completed Agreement.

Other Departments of the City will be allowed to reserve MPRD facilities during regular business hours for employee functions at no cost, depending on availability. Requests for Department usage outside of regular business hours will be handled on a case by case basis by the Director.

No individual or group may make a rental request more than two (2) times in a calendar quarter. Separate individuals affiliated with the same group will not be allowed to individually apply in an effort to circumvent these two (2) requests in a calendar quarter restriction.

Fees and Deposits will be set forth in the Fee Schedule below.

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Fee Schedule

Rentals contracted with non-Milton and non-Alpharetta residents will be charged an out of city fee of an additional 50% of the fees set forth below. Time requested for rental should include set-up and clean-up.

- A. Meeting Rooms
 - a. Bethwell Community Center Rental – \$40/hour, \$300/day, three hour minimum.
 - i. Refundable Cleaning deposit - \$50
 - b. Bell Memorial Park Meeting Room - \$20/hour, two hour minimum.
- B. Gymnasiums – Not available for rental per FCBoE agreement.
- C. Picnic Pavilion - \$10/hour, two hour minimum.
- D. Tennis Courts – Not available for rental per FCBoE agreement
- E. Athletic Field (Diamond) - IGA Fields not available for rental per FCBoE agreement, fields at Bell Memorial Park are available for rental
 - a. Without lights, \$25/hour, \$175/day, two hour minimum.
 - b. With lights. \$37.50/hour, \$225/day two hour minimum.
 - c. Include drag and line field – \$75/field/usage
 - i. Refundable Security deposit - \$100
 - d. Special event - \$500/day/field
- F. Athletic Field (Rectangular) – IGA Fields not available for rental per FCBoE agreement, Artificial turf fields at Bell Memorial Park are available for rental
 - a. Without lights - \$75/hour, two hour minimum.
 - b. With lights - \$100/hour, two hour minimum.
 - i. Refundable Security deposit - \$100
 - c. Other fees might be necessary and determined on a case by case basis
- G. Broadwell Pavilion
 - a. Without lights - \$25/hour, four hour minimum
 - b. With lights - \$50/hour, four hour minimum.
 - i. Refundable Security deposit - \$500
 - ii. Personal Gas Grill usage refundable deposit - \$100
- H. Other fees might be necessary and determined on a case by case basis

Full refunds will be granted if a rental is cancelled by MPRD. Refunds will be granted if requested by the renter at least ten (10) business days prior to the rental. A \$15.00 administrative fee will be deducted from all approved refunds. Events that are rained out will be offered a full refund or the opportunity to reschedule to another date. If any costs have been incurred by the city prior to the rain out (such as field preparation) those fees will still be billable. Refunds will not be granted if a rental group does not show up for their reserved time without advance notice (at least 10 business days).

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Security deposits will be refunded provided that all trash is stored in receptacles, the facility is clean and there is no damage to any portion of the facility.

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Universal Guidelines

1. No one under the age of 21 years shall be permitted to enter into an Agreement with MPRD.
2. Renter (person whose name is on the Agreement) must be present during the entire scheduled event. Failure to do so may result in immediate forfeiture of any applicable fees and deposits, and renter may not be allowed to use any City facility in the future for a period up to, but not exceeding, two years.
3. Renter is responsible for ensuring that any guest asked to leave the premises by any MPRD employee due to misconduct and/or violation of MPRD rules leaves the MPRD property immediately and without incident.
4. MPRD reserves the right to cancel, postpone or reschedule any rental. The renter will be given a choice of a refund or to have an alternative date scheduled.
5. For the safety of all, if MPRD is closed due to inclement weather, all facility reservations will be cancelled. The renter will be entitled to a full refund or may reschedule at another time as agreed upon in writing by MPRD and renter.
6. Requested times of use shall include set-up and clean-up times.
7. Per City ordinance, the use of tobacco and all tobacco products is strictly prohibited in City parks, fields and facilities.
8. Per City ordinance, the use of alcohol in City parks, fields and facilities requires a special permit.
9. Except for guide animals, pets are not allowed in or on facilities or fields. Pets are otherwise allowed in the parks if kept on a leash.
10. The renter shall not have the right to assign a rental agreement or any rights hereunder or to sublet MPRD facilities or fields.
11. Renter must provide at least one (1) adult chaperone for every fifteen (15) youth (i.e. individuals under the age of 18 years) in attendance.
12. Renter shall use only the facilities or fields that have been formally rented as identified in the Agreement. Rental activities shall not hinder or obstruct the activities of the occupants of the facility, or the accompanying or adjacent park areas.
13. MPRD has the right to immediately cancel any rental on site if the actions of the group put the group, any member of the group, any City employee, the general public, and/or the facility or field at risk or in danger.
14. Renter is responsible for discouraging participants at the event from the use of offensive language. MPRD has the right to order the removal from the premises any guest(s) who engages in physical abuse or threat of physical abuse toward another guest, a City employee or the general public.
15. Upon request, Renter must provide a Certificate of Insurance (\$1,000,000 minimum). The City of Milton should be listed as an additional insured.
16. MPRD reserves the right to rent different areas of the same facility or field to different groups at the same time.

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17. MPRD does not guarantee the use of equipment, tables, chairs, etc. No tables, chairs or other City personal property may be removed from a facility or field.
18. Portable grills of any kind are only permitted in support of concession stand operations at Bell Memorial Park. At the Broadwell Pavilion, a personal portable gas grill may be brought on site and used provided an additional security deposit has been paid and the grill is used only in the designated location.
19. Athletic field participants are prohibited from gaining access to any field by climbing over a fence.
20. Only stakes or posts that can be pushed by hand into the ground may be used on any baseball/softball field. No stakes or posts of any kind may be pushed into the surface of the artificial turf fields.
21. Renters are NOT allowed to use any paint or other similar materials on athletic fields.
22. All trash and garbage must be placed in the proper receptacles provided by the City.

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Facilities/Fields

Bell Memorial Park

Rectangular fields - Field 1 and Field 2: 360' x 160'

Diamond fields – Field 3 – 290', Field 4 – 190', Field 5 – 200', Field 6 – 200'

1 Playground

Pavilion north of fields 1 & 2

4 Picnic Tables

2 Standard Tables

2 Americans with Disabilities Act compliant Table (“ADA Table”)

Pavilion in front of Concession Stand

2 Picnic Tables

2 ADA Tables

Multiple standard tables in close proximity

Friendship Community Park – IGA Facility, not rentable

1 Multi-Purpose Rectangular Field approximately ½ acre

1 Half-Court Basketball Court with 1 Basketball Goal

Circular Pavilion – 24 feet X 24 feet

3 Picnic Tables

2 Standard Tables

1 ADA Table

Birmingham Falls Elementary – IGA Facility, not rentable

1 Multi-Purpose Rectangular Field approximately 2.5 acres

1 Indoor Gymnasium

Cogburn Woods Elementary

1 Multi-Purpose Rectangular Field approximately 1 acre

1 Indoor Gymnasium

Hopewell Middle – IGA Facility, not rentable

1 Multi-Purpose Rectangular Field approximately 1.5 acres

1 Diamond shaped field – 190 feet

1 Indoor Gymnasium

Northwestern Middle – IGA Facility, not rentable

1 Multi-Purpose Rectangular Field approximately 2 acres

1 Diamond Shaped Field

1 Indoor Gymnasium

Bethwell Community Center

1 Indoor facility approximately 1300 square feet

1 Outdoor Grill

2 Picnic Tables

1 Playground