



## Facility Use Fee Schedule and Reservation Application

**NOTE:** Events with 75 or more people upon public property or private property requiring City Services, special permitting and /or vendor permits, that are not for the non-profit organizer of the event, require approval from the City of Tybee Island through Special Event Application Process. Applications may be obtained from the Community Development Department.

Is this event...  Open to the Public  Private Invitation Only

Is there an admission fee for attendees?  No  Yes (describe) \_\_\_\_\_

Tents larger than 10' X 10' require permitting with applicable fees.

**Name of Organization** \_\_\_\_\_

**Person Responsible for rental agreement** \_\_\_\_\_

**Address** \_\_\_\_\_

**Telephone** \_\_\_\_\_ **Fax** \_\_\_\_\_ **Email** \_\_\_\_\_

**Facility requested** \_\_\_\_\_

**Activity** \_\_\_\_\_

**Number attending** \_\_\_\_\_ **Special needs** \_\_\_\_\_

**Date(s) requested** \_\_\_\_\_

**Hours requested** \_\_\_\_\_

**Signature of Applicant** \_\_\_\_\_ **Date** \_\_\_\_\_

The applicant is required to read and agree to the Facilities Usage Policy on reverse side. The City of Tybee Island is not liable for any personal injury or for damage to personal property of any person(s) involved in activities under a rental agreement with the city. Payment for facility use plus a cleaning/damage deposit required at time of application (deposit will be negotiated when the application is accepted and returned if application is denied.) Checks made payable to: City of Tybee Island. There is a \$32.00 returned check fee.

Location	Community Building Guard House	Memorial Park Pavilion 1	Memorial Park Pavilion 2	JC Park Ball Field	JC Park Ball Field w/ Lights	JC Park Gazebo	Gym (Bleachers hold 264)	School Cafeteria	School Classrooms	
Occupancy	100	150	300				534	140	35	
Daily Rate	\$800	\$200	\$400	\$100	\$140	\$150	\$500	\$500	\$100	
Daily / Residents	\$400	-	-	-	-	-	\$250	-	-	
Residents Hourly Rate (3 hr. min)	\$100	-	-	-	-	-	\$50	-	-	
Hourly Rate (3 hr. min)	\$200	\$50	\$100	\$25	\$35	\$25	\$100	\$100	\$25	
Damage/Cleaning Deposit	\$500	\$50	\$100	\$50	\$50	\$50	\$500	\$100	\$50	

Credit Card Information

\_\_\_\_\_  
Name as it appears on card

\_\_\_\_\_  
Credit Card Number

\_\_\_\_\_  
Expiration date of card

\_\_\_\_\_  
Zip code of credit account

## Facilities Usage Policies

1. Payment must be received before reservations are confirmed, and all payments will be processed; if deposits are refunded, party will receive check from City of Tybee Island.
2. Facility use fees will be forfeited on any reservation not cancelled within 30 days of event. 50% will be returned between 31 and 60 days. Cancellations 61 days or more in advance will receive a full refund.
3. Equipment or property that is rented or owned by the reserving party may be brought into the facility, but must be discussed with and approved by the Facilities Manager prior to the event. Storage facilities are not available for any rented or private equipment or property. Items may not be left after the conclusion of the event.
4. Food may be permitted in designated areas if discussed and approved by the Facilities Manager prior to the event.
5. All open flames, other than in city provided barbeques, are prohibited without written approval from the fire department.
6. City facilities can only be occupied during the hours of 7am- 10pm, all city facilities must be vacated after 10pm.
7. Only those areas agreed upon may be used.
8. Smoking is prohibited inside all City facilities. Smoking outside of facilities other than the Guard House is allowed in designated smoking areas only. The Guard House is a non-smoking facility inside and outside.
9. Members of the city staff and other governing bodies reserve the right to enter all facilities at all times during any and all occupancies for any reasonable purpose.
10. Animals, except for services dogs and those associated with any approved programs are not allowed inside city facilities.
11. The reserving party is responsible for all decorating and other special preparations necessary for the event. Times for decorating and preparation must be agreed upon and cleared by the Facilities Manager. Only masking tape (or other low-stick tape) may be used on walls and other surfaces. All tape and its residue must be removed at the end of the event. Items not allowed include, but are not limited to, staples, nails, screws, thumb tacks, and high-adhesive tapes.
12. Relocating or rearranging city equipment other than tables and chairs must be discussed with and approved by the Facilities Manager prior to the event.
13. Substances such as liquids and powders may not be used on the floors at any time. No bird seed, rice, confetti or glitter is allowed without prior approval by Facilities Manager.
14. The reserving party is responsible for their own cleaning supplies, and the clean-up of areas used, by the conclusion of the reservation time. All trash, decorations, etc., shall be removed, and all areas should be left in the condition in which they were found.
15. Alcoholic beverage service for events requires proper license and must be arranged at the time of reservation.
16. The City of Tybee Island is not liable for any accidents, injury, illness or loss of group or individual property. The city may require proof of insurance coverage depending on the nature of the event.
17. Any person or persons violating the established rules and regulations or any law may be required to leave the facility.
18. Upon return of key and inspection of the property by city personnel the cleaning deposit will be refunded.
19. No reserving party may sublet a city facility or reserve for another party. The contact person signing the reservation contract must be present at all times while the facilities are in use, and he or she will be held responsible for damages incurred during the usage period.
20. In consideration of the right to use the facility, the applicant for himself/herself, his/her heirs, successors, representatives, & assigns, does hereby release & forever discharge & agree to hold harmless the City of Tybee Island, its officials, agents, employees & representatives from any & all claims, demands, causes of action or suits of whatsoever kind or nature as a result of injuries or damages arising directly or indirectly from the use of the facility or activities conducted therein, except for claims based on the sole or willful negligence or misconduct on the part of the City or its agents.
21. 50% Discount may apply to Non-Profit Organizations with proper I.D. or approval from City Manager
22. Facilities may be reserved any time in advance of the date of the event.
23. If damage occurs and exceeds the damage deposit, the City of Tybee Island reserves the right to assess the applicant's charge account to pay for documented damages.
24. See additional rule sheet for use of Community House/Guard House.
25. When renting Public Parks, Vehicles allowed on grass ONLY for loading and unloading purposes.
26. There's "Pay for Parking" in Memorial Park, which includes the Pavilion rentals. Please use the Pay and Display Station.
27. Due to the City of Tybee being under state and federal water conservation requirements, if you are renting the Memorial Park Pavilion and need access to water, you will need to contact City Hall for the combination lock 48 hours prior to your event.
28. Any release of helium balloons and/or Chinese lanterns is prohibited on Tybee Island. It is very harmful to wildlife and is a violation of the city's littering ordinance.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

- |   |
|---|
| <input type="checkbox"/> Approved by _____ Date _____   |
| <input type="checkbox"/> Inspection: Acceptable or Not Acceptable      Key Returned: Yes or No Amount to refund _____ |
| <input type="checkbox"/> (Finance Director - Signature for refund) _____ Date _____                                   |
| <input type="checkbox"/> Cleaning Deposit Returned by _____ Date _____ Check # _____                                  |