

**HART COUNTY RECREATION DEPARTMENT  
FACILITIES USE POLICY**

1. Subject to availability and filled on a first-come, first paid basis, the Hart County Recreation Department (HCRD) facilities may be used by educational, civic, business, charitable, governmental and other groups approved by the Recreation Director under advisement of the Hart County Recreation Advisory Board.
2. The Hart County Recreation Department park facilities are open to the public on a first-come, first-serve basis. However, facilities are available for lease. The fee schedule is as follows:

Softball Field	\$75	(\$50 each add'l day)
Baseball Field	\$75	""
Football Field	\$75	""
Tennis Courts (per battery)	\$25	""
Community Room		
One Event	\$50	(max. four hours, including set-up and breakdown)
Add'l Hr.s	\$15	per additional hour
Monthly	\$50	(classes, workshops ONLY)

3. Facilities must be reserved at least two weeks prior to the event. The recreation fields will require a \$25 non-refundable deposit for reservations due at the signing of the rental contract. The community room requires full payment due at the signing of the rental contract.
4. Completion of the Request for Use of Facilities form insures that the facility requested will be reserved solely for the party making the request and for the purpose stated on the request form. Reservations for recreation facilities will only be valid for the period of time indicated on the approved form.
5. Any group using the facilities of the Recreation Department must have at least one adult (over 21 years old) present who will assume responsibility for the conduct of the group.
6. Any group activities specifically for participants under age 18 will have a 15:1 youth to adult ratio that must be enforced.
7. **Alcohol, tobacco products, illegal drugs and gambling are absolutely prohibited.**
8. The Community Room has a **maximum capacity of 150**. Users of the Community Room are responsible for set-up and break-down of all tables and chairs they use and returning them to their original place.

9. If an Attendant (employed by HCRD) is required, he/she will open and close the building or secure the facility for the user and ensure all rules are enforced. The Attendant will be paid \$8.00 per hour (in addition to the rental fee).
10. For certain rental activities, security may be required. The security fee will be \$20.00 per hour (in addition to all other fees). Security will be arranged by the Recreation Department Staff.
11. The Community Room **may not** be reserved for private adult parties. Family reunions, birthday dinners or other social gatherings are allowed upon approval of the Recreation Director. Any special requests must be approved by the Recreation Advisory Board.
12. For contract instructors or clubs/organizations with recurring use, the facility may be reserved on a monthly basis (once per week); the user must complete the multi-use form.
13. Users of the facilities must leave the facility clean by removing all their materials, papers, trash, etc. at the end of the time of use.
14. The organization using the facility will be responsible for any damages or injuries that might occur as a result of its activities during its use of the facilities of the Recreation Department.
15. Users of the facilities are responsible for securing all areas by locking all doors, gates, etc. for which they are responsible, unless Attendant is present.
16. For rentals that require lease of facility keys, users of the facilities must return the keys on the next business day upon completion of their rental. Outdoor facility rentals must pay balance of rental fees on the next business day upon completion of their rental.
17. Adherence to any and all rules and regulations established by the Hart County Recreation Director, Hart County Recreation Advisory Board and/or the Hart County Board of Commissioners is mandatory. Failure to comply with such rules and regulations may result in the loss of future recreation facilities use privileges.
18. Refunds for indoor facilities must be requested at least 48 hours in advance.
19. The Hart County Recreation Department reserves the right to preempt use of space. Should such occasions arise, efforts will be made to provide an acceptable alternate location or refund.
20. Users of the facilities agree to save, defend, and hold harmless Hart County Boards of Commissioners, the Hart County Recreation Department, its agents and employees from any and all claims for damage for bodily injury (including death) and property damage arising from users' occupancy of any County property or any activity conducted by users on that property.