



FACILITY RENTAL POLICY

Anna Holbrook Building, Town Green, Ag Building and Historic Rock Gym Convention Center

(Revised September 1, 2018)

I. Policy Statement

Special events provide opportunities to promote community welfare and quality of life, help build a sense of community, showcase local and regional talent, enrich cultural opportunities, draw first-time visitors to Loganville and contribute to the economy of the community.

The City of Loganville recognizes the benefits and opportunities made available through special events. Therefore, the City seeks to facilitate, promote, coordinate and/or participate in special events through use of its difference facilities that provide a benefit to the larger community and fit within the capacities of representative facility.

This policy is intended to work in concert with all other applicable rules, regulations, laws, and ordinances of the City of Loganville and other applicable governmental entities.

II. Definitions

Special Event

Any activity sponsored by an organization or individual for profit or non-profit, other than the City of Loganville, held on Town Green or at the Historic Rock Gym Convention Center, Ag Building or Anna Holbrook Building that: 1) requires restricted or exclusive use of any portion of public property, including but not limited to lawn areas, stages, tables, tents, temporary barriers and/or boundaries; and/or 2) impedes the normal flow of traffic; and/or 3) impedes the enjoyment or use of the property by the general public. Such events require rental of the specific City of Loganville facility.

City Support Services

Services provided by the City of Loganville to ensure that a special event is conducted in such a way as to protect the safety, health, property and general security of the public and integrity of public grounds. Services may include security/police, public works, set-up, clean-up, event consulting, sound and effects, etc.

Events Manager

Staff person, or designee, responsible for overseeing the application process and obtaining acceptance or denial based on input from appropriate City departments. The City Events Manager will act as a liaison between the Event Organizer and affected departments within the City of Loganville as may be necessary.

Event Organizer

Person(s) designated as the authorized head of the organization or individual responsible for the proposed event.

Public Assembly

Any meeting, demonstration, picket line, rally or gathering as defined by the City's Parade and Assembly Ordinance that does not require restricted or exclusive use of any portion of a facility as a Special Event.

Ticketed Event

Any special event in Town Green, Historic Rock Gym Convention Center, Ag Building and Anna Holbrook Building that requires a fee to be paid by a patron to enter or participate in the event.

III. Criteria for Evaluation

Any special event as defined herein must first submit a facility rental application and obtain approval from the City of Loganville. Permission to use the Town Green, Historic Rock Gym Convention Center, Ag Building or Anna Holbrook Building does not necessarily entitle an organization to exclusive use of said facility.

The criteria for evaluating and scheduling Special Events as defined herein are as follows:

- Completeness of application.
- Impact and cost of the event on public health, welfare and safety.
- Impact and cost of the event on City support services.
- Impact of the event on the environment.
- Frequency of the same or similar event(s) as well as potential conflicts with previously approved events.
- Impact on the surrounding businesses or residences.
- Ability for the Town Green to remain open to users.
- Perceived benefit of event for City of Loganville community.
- Likelihood of participation by City of Loganville citizens.
- Previous history of event organizer in facilitating special events.
- Ability of event organizer to achieve goals set forth for special events.

All special event facility rental applications shall be submitted to the Events Manager. The City will review for completeness and appropriateness and issue a written approval or denial of the application after the application and events calendar has been reviewed by all departments. The Events Manager is empowered to approve or deny the application based on the City's evaluation criteria. Approval may include conditions or stipulations intended to address or mitigate any potential issues. Written appeals of decisions made by the Events Manager may be presented to City Council within 15 calendar days of said decision. All written appeals shall be heard by City Council in its normal course of business within 45 days from receipt. The City's failure to comply with the above mentioned timeframes will not allow an applicant to use a facility; these timeframes shall serve as a guideline to keep the process moving.

IV. City Staff Fees

Based on required staff hours to be determined by the City of Loganville based on application. The City reserves the right to be the final authority regarding estimates of attendance or need for extra staff hours which could result in additional fees. Any event that serves alcohol is required to have a police officer present at a cost of \$45 per hour.

V. Application Process

The City of Loganville Events Manager must receive a completed facility rental application, event layout, Processing Fee, and Use Deposit. Applications should be mailed to City of Loganville, Events Manager, P.O. Box 39, Loganville, GA 30052 or delivered to Loganville City Hall, 4303 Lawrenceville Rd., Loganville.

A. Fees

Rental fees are charged for City facilities are intended to cover wear and tear, supplies, water, electricity, etc. City reserves the right to obtain additional fees for other arising or unusual expenses as it deems necessary.

The event fee and application fee must be paid to secure City of Loganville rental facility for a specific date. A separate security deposit must be paid before the key is provided to the rented facility.

	Maximum Occupancy	Rental Fee*	City Staff Charges	Security Deposit	Insurance Requirements
Holbrook Building	50 people	\$125	TBD**	\$100	\$150,000
Ag Building	117 people	\$500	TBD**	\$300	\$275,000
Rock Gym	350 people	\$800	TBD**	\$500	\$500,000
Rock & Ag Bldg.	See above	\$1,200	TBD**	\$750	\$750,000
Town Green	Outdoor venue	\$1,500	TBD**	\$750	\$1,000,000

* *Bona fide non-profit organizations who can provide evidence of non-profit classification by the IRS (such as 501(c)(3) status) are eligible for a 10% discount.*

** *City Staff - The City reserves the right to determine necessary staff requirements. Support of City staff – i.e. Police (security and traffic), Public Works (clean-up and set-up) or Information Technology (Sound and Effects) – beyond their normal daily routines may be obtained by noting a request for assistance on application. Additional costs beyond the event fee, processing fee and security deposit will be quoted based on estimated hours of service and availability; however, applicant will be responsible for actual hours of service required.*

Processing Fee \$25 non-refundable (required by all applicants; to be included with application.)

Town Green, Historic Rock Gym Convention Center, Ag Building or Anna Holbrook Building Security Deposit A Security Deposit is required by all applicants to be paid before access is granted to the rented facility. Violations of any rules may result in forfeiture of deposit. Deposit will be returned after all invoices have been paid in full and clean up is completed.

Payment: Acceptable forms of payment are certified checks, cashiers checks, money orders or cash. The event fee and application fee can be included on one payment; the security deposit should be submitted separate. Checks should be made out to City of Loganville.

The Processing Fee is non-refundable. In the event of a cancellation, if more than 48 hours notice has been provided, the Rental Fee can be refunded. The Security Deposit will be returned in full provided that the property is left in appropriate order and no damage is reported. Failure to comply with applicable rules may result in loss of deposit, liability for repair and/or additional clean up fees as determined by the City, as well as potential denial of future applications.

Violation of any rules during event set-up, the event itself, or event clean up will forfeit the Security Deposit for the Town Green, Historic Rock Gym Convention Center, Ag Building or Anna Holbrook Building. Event items left in or on premises after noon on the first business day following the event will also forfeit the deposit.

B. Ticketed Events

Any event in a City of Loganville rental facility that **requires** a fee to be paid by a patron to enter or participate in the event will be considered a ticketed event. For all ticketed events, a Ticket Event Fee shall be paid to the City of Loganville for each ticket sold. Said fees shall be 10% of the gross amount of ticket sales exclusive of any applicable taxes.

The City reserves the right to conduct an audit of applicant's revenue in order to verify amount to be paid to City. Detailed records of sales shall be made available to the City of Loganville's City Manager or the appointed designee.

C. Insurance

A comprehensive liability insurance policy may be required of at least \$150,000 for the Anna Holbrook Building, \$275,000 for the Ag Building, \$500,000 for the Rock Gym Convention Center, \$750,000 for use of both the Rock Gym and Ag Building for one event, and \$1,000,000 for the Town Green combined single-limit coverage per occurrence for bodily injury and property damage with an endorsement naming the City of Loganville, specifically and separately, as an additional insured under the policy is required. Do not include any specific department or person.

The insurance agency must be licensed to do business in the state of Georgia and have a Class B or better rating. The company providing insurance must provide at least thirty (30) days written notice of cancellation or termination, if such cancellation or termination of the policy is to occur prior to the indicated expiration date on the face of the certificate. In the event of any changes or cancellation in the policy, the City of Loganville must be notified by certified mail.

D. Sanitation

A Security Deposit shall be submitted to the City as outlined herein. Said deposit is refundable within 30 days of the end of an event provided the facility is left in a satisfactory post event.

It is organizer's responsibility to make arrangements with the City for additional trash receptacles. Plastic trash can liners will be placed in all existing trash cans prior to the event. It is the event organizer's responsibility to deposit any trash into appropriate trash receptacles following the event in order to ensure return of the Security Deposit. If the size of the event warrants additional receptacles, the Public Works department will review application and the organizer will be contacted. It will be the event organizer's responsibility to make all arrangements and pay any fees applicable for any additional equipment or services.

All trash receptacles should be dumped upon completion of the event into pre-determined receptacles or dumpsters as approved by the City and prior to the Town Green, Historic Rock Gym Convention Center, Ag Building or Anna Holbrook Building opening the next day. Dumpster locations shall be approved or determined by the City at time of Event Permit issuance.

VI. Facility Rules and Regulations

A. Event Equipment and Layout

The following items must be adhered to during facility use:

No decorations are to be placed or adhered onto walls or columns of the Rock Gym Convention Center, Ag Building or Anna Holbrook Building. This includes taping, use of thumbtacks or other removable and nonremovable adhesives.

- Limited tables and chairs will be provided by the City of Loganville at the Rock Gym Convention Center, Ag Building and Anna Holbrook Building. Additional tables, chairs, stages, tents and other set-up equipment are permitted with prior approval.
- A layout of the event area, including locations of all tables, chairs, tents, stages, vendor set-up, portable restrooms, road closures, parking plans, and other equipment must be submitted with the application.
- At no time during event set-up, during the event, or during event clean-up may vehicles be driven into the grounds at the Town Green.
- Work vehicles like Gators, carts, children's trains, or golf carts may be used upon approval of the Events Manager.
- Any unauthorized vehicle seen on City property will result in a forfeiture of the Security Deposit and a citation from City of Loganville Police.
- Stakes are not permitted on any tent or inflatable for any event. All tents and inflatables must be secured with weights for wind resistance.
- If inflatables, kid's rides, or heavy pedestrian traffic is expected on the turf, every precaution should be considered in taking care of the turf. Mats should be used at entry and exit points of tents, rides, and inflatables where turf could be damaged. Event organizers should speak to vendors of tents, rides and inflatables and ask them to provide protection (like Enkamat Plus) for the turf when contracting with them.
- Damage to the turf after an event due to high traffic or improper preparation of set up will result in fees and fines to replace damaged areas of turf.
- A final layout must be submitted 30 days prior to the event.

B. Alcohol

No distilled spirits are permitted at any City of Loganville rental facility. In addition, no alcohol of any kind is permitted at the Anna Holbrook Building. All other alcohol sales and consumption is permitted at a City of Loganville event facility only with consent from the City in accordance with the City's alcoholic beverage ordinance. Please note that this process can be lengthy (may exceed 60 days), so plan accordingly. Contact the city's Events Manager for the actual date your written request is required. All required licensing and insurance pertaining to the serving of alcohol must be obtained by the event organizer. Beer and wine may not be served in glass bottles. All beverages must be served in plastic cups, aluminum cans, or plastic bottles.

Any event where alcohol will be consumed will require the presence of a Loganville Police Department officer. This will cost \$45 per hour and can be arranged through the Event Coordinator.

C. Decorating / Alterations to Event Facilities

No decorations are to be affixed or adhered onto walls or columns of the Rock Gym Convention Center, Ag Building or Anna Holbrook Building. This includes taping, use of thumbtacks or other removable or nonremovable adhesives.

Alterations to Town Green including the attachment or installation of decorations and displays are prohibited unless written permission has been received from the City. Construction and installation of special service facilities must be approved prior to the event. Damage to any structure or plant material will be billed to the organization at replacement cost plus labor. The City withholds the right to regulate placement and method of placement of items or structures in any City facility. Any tents erected in the Town Green must be secured with a weight system and shall not be secured with stakes or any other means that would require installation into asphalt or grass.

D. Open Flames

Birthday candles and sterno burners are the only permitted open flames allowed at the Rock Gym Convention Center, Ag Building and Anna Holbrook Building. Use of other types of open flames at the Town Green may be allowed only with prior knowledge of and approval by the city's Event Manager.

E. Audio / Visual Equipment

Different City of Loganville Event Facilities have different audio and visual equipment available. The Events Manager must be notified of any intended use of a sound system during the event. Training is required before use at any event and can be arranged between 8 a.m. and 4 p.m. Monday through Friday through the City of Loganville Events Manager. All amplified sound must conclude by 11 p.m. EST. This will be STRICTLY ENFORCED.

F. Restroom Facilities

Portable toilets may be required for all events of 4 hours duration or more at the Town Green. Portable restrooms will be required for any outside event where alcohol is served. One toilet per 50 persons will be the ratio to determine the number needed. In compliance with the Americans with Disabilities Act, at least one portable toilet is to be handicap accessible. It is the event organizer's responsibility to make all arrangements (drop-off and pick-up) and pay any fees.

Portable restroom placement must have approval of the Events Manager and must be on hard surface. Any portable unit brought onto the Town Green MUST be removed by noon on the first business day after the event or the Security Deposit may be forfeited.

G. Electricity

Specific requirements for the use of electricity at the Town Green must be submitted with the application. Electricity is not available without permission from the City. For projects that utilize large amounts of electricity, the City withholds the right to require additional payment for electricity used at event based on electric meter readings taken prior to and following each event.

H. Medical

For all events at the Town Green of 4 hours duration or more, medical personnel will be required to be on site. EMT, RN, LPN, or paramedics may serve for events less than 300 people. RN, LPN or paramedics must serve for events larger than 300 people. Medical supplies are the responsibility of the event organizer.

I. Food Sales

Any intention to sell food must be indicated in the application. All vending equipment must remain on the brick, asphalt or concrete sidewalk — NOT ON THE GRASS. For the Town Green, Rock Gym Convention Center, Ag Building or Anna Holbrook Building, no vendors will be allowed to use grease outdoors unless they are in a self-contained cooking trailer. Any vendor using grease in a self-contained trailer will need approval two weeks prior to the event date. No cooking or food sales are permitted on the sidewalk.

It is the responsibility of the event organizer to contact the Walton County Health Department and obtain any necessary permits. Additional vendor requirements may be issued upon event approval. Event organizers are asked to limit food vendors for events to a small amount and please do not duplicate the types of vendors already available. Glass bottles are not allowed on the Town Green at any time.

J. Fire Safety Plan

Any tent over 400 square feet (or 200 square feet if sides will be on the tent) will need a fire marshal inspection prior to the event opening to the public. Please contact Loganville Fire Marshal at 770-466-1165 for an inspection and instructions for tent inspections. Any costs for supplies and inspections are the responsibility of the event organizer.

Applications will be submitted to the Loganville Fire Department when the City deems necessary. When a fire official determines that the gathering of persons will impact the provision of fire safety services, a plan for the provision of safety services will be prescribed by the Loganville Fire Department. Applicants will be required to include any additional information required by the Loganville Fire Department, including but not limited to, a layout of the event area including road closures, parking plans, vendor set-up (particularly food concessions), and the need for law enforcement, fire and emergency medical services.

K. Clean-up

It is the responsibility of the event organizer to remove all items from an event at the conclusion of the event as quickly as possible. This includes all tents, rentals, and any item brought to the facility for the event. NO FOOD SHOULD BE LEFT IN THE BUILDING. Any rentals or equipment not removed may result in forfeiture of the Security Deposit. This includes all tents, sound equipment, portable restrooms, trash containers, trailers, POD's, generators, dumpsters, carts, utility vehicles, etc.

The building must be left like it was found. Renters must clean and neatly return tables and chairs to their original locations, sweep the floors, remove decorations and place trash in receptacles.

L. Release and Indemnity

Each applicant must execute the release and indemnity agreement that will be included in the Event Acceptance Packet. Applicants must demonstrate that they are either personally or organizationally responsible for liability, will guarantee orderly behavior, and will underwrite any damage due to use of the premises. Liability is assumed by the applicant in regard to any personal or property damage rising out of activities of the applicant. It is the responsibility of the applicant to read the application form completely and understand fully his/her responsibilities.

M. City Ordinances and Rental Facility Rules

All applicants must adhere to all City Ordinances and the facility rules and guidelines, which are available on the City of Loganville Website, with the Special Event Application, and will be included in the event approval information.

N. Assignment

The applicant/user is prohibited from assigning any rights under this agreement or use of the premises to any other party.

O. Discrimination

The applying organization, association, or entity shall not discriminate or advocate discrimination on account of race, color, religion, creed, national origin, age, gender, or disability.

VI. Parking

Limited parking is available for all City of Loganville rental facilities. Parking for the Town Green can be found at Old City Hall, 4385 Pecan St., Loganville, or at the public parking lot located on the corner of Broad and Pecan streets. Those using the Rock Gym Convention Center or Ag Building can use parking located both in front of and behind the facilities as well as the adjacent parking lot in front of City Hall, 4303 Lawrenceville Road, Loganville. Those using the Anna Holbrook Building can utilize the parking lot at Old City Hall, 4385 Pecan St., Loganville.

VII. Revocation of Permit

The City reserves the right to revoke any Special Events permit upon violation of the conditions set forth herein and/or where staging of the event would have an immediate and adverse effect on the welfare and safety of persons or property. The Chief of Police or his or her designee shall have the authority to close any event immediately upon violation of conditions set forth herein or to preserve safety of persons or property.

VIII. Parades/Other Permits

This application is to rent the Town Green, Historic Rock Gym Convention Center, Ag Building or Anna Holbrook Building. Any organizer interested in parades, road races or any event not solely or completely at any of these locations must contact the Loganville Police Department at 770-466-8087 for more information.

Revised September 1, 2018

Previously Revised

August 6, 2014

August 3, 2015

February 7, 2017

CITY OF LOGANVILLE

Application for Facility Rental

Complete the following application, provide event layout, and return to Events Manager, P.O. Box 39, Loganville, GA 3005. No application will be considered without payment of the Rental Fee and Application Fee. Additional requirements will be distributed with event approval. Incomplete applications will be returned. Submission of application does NOT constitute acceptance. You will be notified if your event has been approved in a timely manner upon receipt of an application and no later than two weeks before the date of the event when possible. For more information, call 770-466-1165.

Application for which location:

Anna Holbrook _____ Town Green _____ Rock Gym _____ Ag Building _____

Type of Event:

First Choice Event Date: _____ Second choice date: _____ Third Choice: _____

Name _____

Address _____

Phone # _____ Email _____

Actual Start Time of Event _____ A.M. or P.M.

Actual End Time of Event _____ A.M. or P.M.

*These times are used to estimate city services and should be accurate at application submittal. Changes to these times will require approval from the City Event Coordinator. **ALL EVENTS MUST END AT MIDNIGHT.***

Will food, goods, or services be sold? (Prior approval is required) Yes _____ No _____

Estimated Number of Attendees _____ Estimated Number of Vehicles _____

Do you intend to serve beer / wine? _____

Any event where alcohol will be consumed will require the presence of a Loganville Police Department officer. This will cost \$45 per hour and can be arranged through the Event Coordinator.

The Applicant agrees to, and will at all times, indemnify, save, and hold harmless the City of Loganville, its officers, agents, and employees from all liability, claims, demands and cost of every kind and nature, including attorney's fees at trial or appellate levels and all court costs arising out of injury to, or death of persons, and damage to any and all property including loss of use therefore, resulting from or in manner arising out of or in connections with activities or use of the facilities that are mentioned previously. The Applicant will, upon request of the City of Loganville, defend and satisfy any and all suits arising from its use of these premises.

The Renter acknowledges and agrees that the Renter is encouraged to examine and inspect the City Rental Facility to assess their condition, suitability and fitness for the Renter's permitted use. The Renter will be held responsible for any damage not reported to the City prior to the start time of their event.

I have read this contract in its entirety — including the rules governing use of the City of Loganville Event Facilities — and agree to the terms, date, time, facility and fees of this agreement.

Please Print Name of Applicant

Signature of Applicant

Date

ALL SIGNATURES REQUIRED FOR APPROVAL	Date Received _____
_____	<input type="checkbox"/> Approved
Events Manager	<input type="checkbox"/> Denied
	<input type="checkbox"/> Approved with Conditions
Approval / Denial Conditions _____	

ALL SIGNATURES REQUIRED FOR APPROVAL	Date Received _____
_____	<input type="checkbox"/> Approved
Police Chief	<input type="checkbox"/> Denied
	<input type="checkbox"/> Approved with Conditions
Approval / Denial Conditions _____	

ALL SIGNATURES REQUIRED FOR APPROVAL	Date Received _____
_____	<input type="checkbox"/> Approved
Public Works Director	<input type="checkbox"/> Denied
	<input type="checkbox"/> Approved with Conditions
Approval / Denial Conditions _____	

ALL SIGNATURES REQUIRED FOR APPROVAL	Date Received _____
_____	<input type="checkbox"/> Approved
City Manager	<input type="checkbox"/> Denied
	<input type="checkbox"/> Approved with Conditions
Approval / Denial Conditions _____	

ALL SIGNATURES REQUIRED FOR APPROVAL	Date Received _____
_____	<input type="checkbox"/> Approved
Fire Chief	<input type="checkbox"/> Denied
	<input type="checkbox"/> Approved with Conditions
Approval / Denial Conditions _____	
