



FACILITY RENTAL POLICY

Ag Building, Anna Holbrook Building, Historic Rock Gym

(Revised January 1, 2019)

	Seating Capacity	Rental Fee	Security Deposit
Holbrook Building	60 people	\$150	\$100
Ag Building	80 people	\$525	\$300
Rock Gym	300 people	\$825	\$500
Rock & Ag Bldg.	See above	\$1,225	\$750

Payment: Acceptable forms of payment are certified checks, cashiers checks, money orders or cash. The rental fee and security deposit should be submitted separate. Checks should be made out to City of Loganville.

Rules and Regulations

- **No decorations are to be placed or adhered onto walls or columns of the rental facility. This includes taping, use of thumbtacks or other removable and nonremovable adhesives.**
- All rentals are for the day of the event only. Access to the rental facility before or after the date of your event is not allowed. The rental facility must be cleaned and vacated by midnight on the day of the event.
- 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 outdoor containers.
- Beer and wine are permitted only inside the Rock Gym and Ag Building but may not be served in glass bottles. A City of Loganville Police Department officer is required at any event where alcohol is served. The cost for this service is \$45 per hour.
- 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, and other set-up equipment are permitted with prior approval.
- Birthday candles and sterno burners are the only permitted open flames at any rental facility.
- Different facilities offer different audio and visual equipment. Any intended use of said equipment requires training by City of Loganville staff.
- Prior approval is required for any event that will include the sale of food, goods or services.

Rules and Regulations (continued)

- All amplified sound must conclude by 11 p.m. This will be strictly enforced.
- The applicant is prohibited from assigning any rights under this agreement or use of the premises to any other party.
- All applicants must adhere to all City ordinances as well as the facility rules and regulations. Violation of any of these will result in loss of a portion or all of the security deposit.
- A refund will only be granted if notice has been given to the Events Director within 48 hours of the event. A \$25 application fee will automatically be deducted from the amount returned.

Hold Harmless

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.

Insurance Agreement

Liability insurance may be required based on the nature of the activity. If required by the City, the applicant will, at his or her own expense, keep on force during the term of this agreement, insurance from a licensed insurance company. Required certificate of insurance will evidence insurance including: Comprehensive Liability Insurance with a minimum limit of \$1,000,000 per \$1,000,000 per occurrence combined single limit to include premissis, personal injury, and operations. The City of Loganville Must be listed as additional insured Party. If required, the Certificate of Insurance must be submitted no later than 10 calendar days prior to requested event date.

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

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 30052. 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 _____	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 _____

Do you intend to serve beer / wine? (Loganville Police officer is required) Yes _____ No _____

Estimated Number of Attendees _____ Estimated Number of Vehicles _____

The City of Loganville has placed a security camera inside our rental facilities. This was done for security purposes and to provide video evidence to serve as proof when damage is done to the facility by a renter. Please note that unless the video is needed as proof of damage to our facility it is destroyed within five days.