

General Guidelines – All Facilities

Hours for All Rentable Facilities – 8 a.m. to 11 p.m.

1. Coweta County Facility Rental is coordinated through the Event Services Department. All forms and fees are to be turned in to that department.

The following facilities are available for rental:

- **Coweta County Fairgrounds & Conference Center**
 - **Asa M. Powell, Sr. Expo Center**
 - **Canongate Community Center**
 - **Central Community Center**
 - **Clay-Wood Community Center**
 - **Leroy H. Johnson Community Center**
 - **Madras Community Center**
 - **Panther Creek Community Center**
 - **Welcome Community Center**
 - **1904 Historic Courthouse**
2. Rental rates vary depending on location. Coweta County residents and non-profit organizations are required to pay the deposit as listed on the rate sheet, but they will only pay half the rental rate.
 3. Coweta County shall have the right to refuse rental/use of the facility to any person or entity if the requested use is determined by the County to adversely affect the safety, health, welfare, moral well-being, peace, order, comfort, or convenience of County inhabitants or of County employees. Coweta County also reserves the right to refuse rental/use of the facility to any person or entity that has, on a previous occasion, failed to comply with any of the terms and/or conditions set forth in these guidelines.
 4. All facility rentals require a refundable deposit fee which is due at the time the application is submitted. All rental fees are due no later than 30 days prior to the event.
 5. Lessee must be 21 years of age and possess a valid photo I.D.
 6. Lessee must be present at all times during the specified use or shall name a designee who shall be present. The person so named is considered responsible during the time reserved. Adults sponsoring a youth event must arrive before the youth arrive. At all functions, lessee or designee must remain at the facility until all participants, audience, equipment and property have been removed.
 7. The County will not commit its facilities for long-term, regularly scheduled meetings.
 8. As set forth in the Americans with Disabilities Act of 1992, Coweta County government does not discriminate on the basis of disability and will assist citizens with special needs given proper notice (seven working days). For information, please call 770-254-2685.
 9. All county facilities are ADA compliant and must remain ADA compliant during your event.
 10. Portable bleachers, tents or other temporary structures brought in for events must comply with the current state of Georgia adopted editions of NFPA 101 Life Safety Code and 120-3-3, ICC Building and Fire codes and modifications, and all manufacturers' requirements on the products.
 11. Lessee will maintain clean facilities and grounds during the scheduled event. All trash must be removed from the facility by person(s) reserving the facility unless trash receptacles are provided by the County.
 12. Facilities will be inspected by county staff immediately following all events. If the facility is deemed satisfactory, the clean-up deposit will be refunded. If the facility is deemed unsatisfactory, the clean-up deposit will be retained. Decision of County is final.
 13. Lessee will be liable for any and all damages caused through lessee's own action or the acts of any of the lessee's employees, agents or anyone visiting the building upon the invitation of the lessee, or for the event even if without invitation, as well as damages caused to the building or grounds.
 14. Any expense(s) incurred by the County, as a result of violations of the rental agreement or these guidelines, will be charged to and paid by the lessee, including any attorney's fees incurred by Coweta County.

15. Injuries, breakage, damage, missing property or equipment should be reported to county staff immediately.
16. Coweta County assumes no responsibility for items left by users or lost and found items. Property will be disposed of at the discretion of the Event Services Director or designee.
17. Coweta County will furnish air conditioning, heating, and lighting. Restrooms will be adequately stocked and maintained with respect to the intended use. However, the County shall consider both the burdens placed by the intended use and the reasonable needs of the lessee and may result in added fees. The failure to furnish these services shall not abrogate the agreement and shall not entitle the lessee to any rebate in rental fees.
18. Coweta County reserves the right, at any time, to order to be removed any persons, animals, furniture, fixtures, wiring, exhibits or other items, and to terminate the rental agreement without notice or liability.
19. Coweta County reserves the rights to monitor the attendance and to limit the number, should the facility reach capacity. Coweta County, its officials, officers, employees, agents, members, representatives, volunteers or their respective insurers (collectively referred to hereafter as "Coweta County") shall not be liable for any loss, damage, injury or liability of any kind to any person or property caused by, arising from, or in any way related to, any use of the facility, or any part thereof, or by defect in any building, structure or improvement thereon, or in any equipment to be used therein, or because of the same being out of repair or arising from any act or omission of the lessee, its employees, agents, affiliates, representatives, invitees, licensees or other persons entering upon or using said facility nor shall Coweta County be liable for any loss, damage or injury from any cause whatsoever to the property or person of the lessee or any of its employees, agents, affiliates, representatives, invitees, licensees or other persons entering upon or using said facility or any part thereof. Lessee shall defend and indemnify Coweta County to the fullest extent permitted by law for any and all such claims brought or made against it related in any way to the use of or presence on the facility.
20. In the event of cancellation, the following policy applies to RENTAL FEES:

<ul style="list-style-type: none"> • 60 days or more prior to event • LESS than 60 days prior to event • LESS than 30 days prior to event • LESS than 10 days prior to event 	<ul style="list-style-type: none"> FULL REFUND 25% CANCELLATION FEE RETAINED 50% CANCELLATION FEE RETAINED 75% CANCELLATION FEE RETAINED
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Prohibited Activities – All Facilities

1. The following are prohibited by County ordinance at all County facilities:
 - **Alcoholic Beverages**
 - **Smoking/Tobacco Use/Vaping**
 - **Unleashed Animals/Pets on the facility and no pets inside the buildings**
2. No person will be allowed to bring in or keep in the facilities anything that may create a fire hazard or be detrimental to the fire protection of the building. All decorative material must be flame proof.
3. No glitter, confetti or similar materials are to be used.
4. No candles are permitted.
5. No nails, tacks, staples, brads, etc. may be driven into any portion of the facility; and no changes, repairs, painting, staining, alterations, or use of tape that will change the finish, appearance or contours of the buildings will be permitted without the consent of the Event Services Director or designee.
6. No fireworks (including sparklers), illegal drugs or any other items or articles which may detract from the safety and enjoyment of those at or in the vicinity of the facility.
7. No tents shall be erected, or anchor stakes of any kind placed without prior approval from the Event Services Director or designee. Lessee shall be responsible for all costs incurred as a result of damages incurred to the building or to any infrastructure such as electrical, water, irrigation, sewer lines or landscaping.
8. Abuse, destruction, or removal of any county property is prohibited. Lessee will be liable for all damage and will be prohibited from future rentals.

Fairgrounds & Conference Center Guidelines

CAPACITIES

EXHIBIT BUILDING/CONFERENCE CENTER

Golden Creek Room: 125

Sandy Creek Room: 250

New River Hall: 400

AG BUILDING: 265

WALKER HORNE OUTDOOR THEATER: 200

W.C. ADAMSON HORSE ARENA

Observatory/Viewing Room: 25

Viewing Stands: 435 (right) & 325 (left)

Kitchen: 5

NATURE CENTER PAVILION: 40

1. **FOOD:** Use of the main kitchen in the Conference Center is limited to licensed/insured caterers and food service personnel. Proof of caterer's license and insurance must be provided prior to the event date. It is the lessee's responsibility to find out if their caterer needs the use of the main kitchen. There is an additional charge for the use of that kitchen based on what the caterer needs.

**Groups preparing and/or selling food to the public must have the prep and/or serving areas inspected prior to the date of the event. To schedule an inspection, call Environmental Health at 770-683-7345.

2. **TRASH/CLEAN-UP:** Trash receptacles are provided for your convenience. Dust mop, broom, dust pan, vacuum cleaner, mop and bucket will also be provided. All spaces are to be returned to pre-use condition.

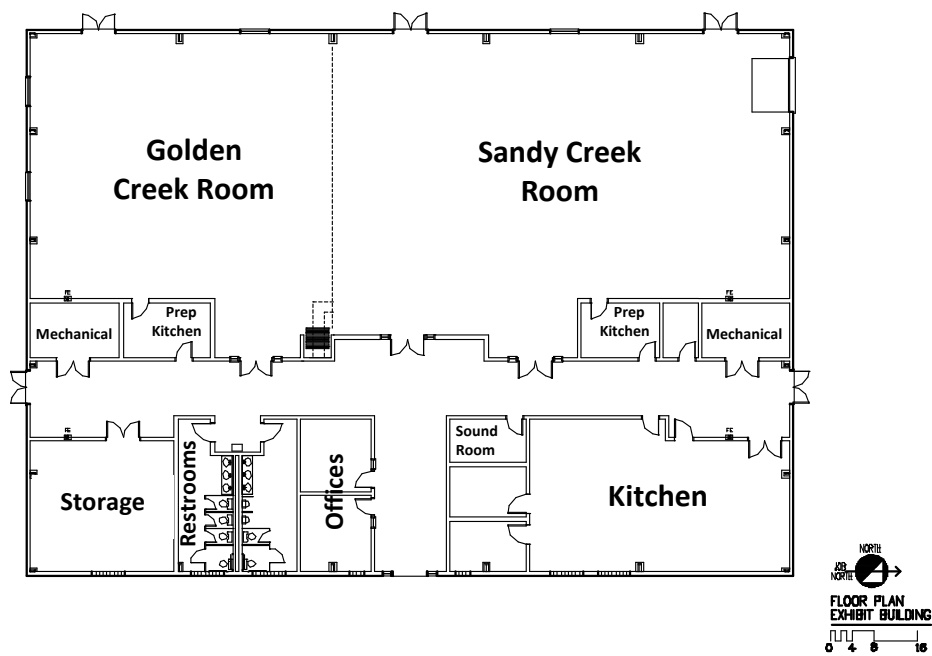
Rules for clean-up are as follows:

- Remove all decorations and added items.
- Sweep and/or vacuum floors in all rooms and areas used during the event.
- Mop up any wet and/or sticky spots.
- Wipe down the kitchen counters and sinks.
- Empty everything out of the refrigerator and warmers.
- Bag up trash and place it in the dumpster at the Exhibit Building.

3. **RESTROOMS:** Lessees who host daylong/multiple-day events will be responsible for maintaining/monitoring the restrooms throughout the event. In the case of weekday events, county staff will maintain the restrooms during the hours of 8 a.m.-5 p.m. but after 5 p.m., and on weekends, this responsibility falls on the lessee.
4. **ACCESS:** Only authorized personnel shall enter closed areas, storage/ maintenance buildings, mechanical /electrical rooms or any locked rooms.
5. **NATURE CENTER:** The Nature Center is open 7 days a week. The Pavilion and Nature Trails are open to the public and for scheduled groups. A handicapped accessible, hard-surface trail is also on the property. **No fishing or swimming is allowed in the pond.**
6. **VEHICLES:** Only licensed vehicles with a licensed operator will be permitted on complex roadways. No motorcycles, mopeds, "four wheelers" or golf carts are allowed except those designated "Official Use Only" for show personnel, trainers or competitors.
7. **HORSES:** All droppings, hay and used shavings must be removed from premises. Horses are prohibited in public spectator areas (i.e. food service and seating areas). No animals will be permitted on areas designated for pedestrian traffic or are otherwise designated as off limits.

8. **INSURANCE:** Insurance requirements will be determined on a case-by-case basis. If insurance is required, minimum limits are: **\$1,000,000** per occurrence and **\$2,000,000** aggregate. Coverage must be occurrence based for all occurrences during the length of the rental agreement. Coweta County shall be named as an additional insured on the policy. Said insurance shall be primary to any insurance maintained by Coweta County. A certificate of insurance or an insurance policy must be provided to the Fairground and Conference Center/Event Services office at 275 Pine Road at least 30 days prior to the event. Failure to provide such proof will result in immediate cancellation of the event.
9. **SECURITY:** Security is mandatory during operating hours for events where near capacity crowds are expected or money is collected. Twenty-four hour security is required for specialty shows leaving inventory or livestock overnight. Security for all other events is determined on a case-by-case basis by the Event Services Director or designee. Security arrangements must be made at least 30 days prior to the event date. Security must be comprised of sworn and certified law officers. The lessee is required to contract with and pay officers directly for service provided. The number of security officers required will be determined by the Event Services Director or designee and will be based on the type of event, patron safety and traffic control requirements.

Exhibit Building/Conference Center Layout



**Golden Creek Room seats 125 comfortably
43' X 58' (2,500 square feet)**

**Sandy Creek Room seats 250 comfortably
43' X 82' (3,500 square feet)**

**New River Hall seats 400 comfortably
(The New River Hall is a combination of the Sandy Creek and Golden Creek Rooms)
43' X 140' (6,000 square feet)**

Name of Organization/Event: _____

Contact Person: NAME: _____

MAILING ADDRESS: _____

CITY, STATE & ZIP CODE _____

DAY PHONE #: _____ CELL #: _____ E-MAIL: _____

Non-Profit? ____ Yes ____ No If yes, please note Tax ID # _____

“FOR PROFIT” Event? ____ YES ____ NO

Date(s) Requested: _____

Time: Begin _____ End _____ (Include time for set-up & breakdown) Facilities must be vacated by 11:00 p.m.

Time of Actual Event: Begin _____ End _____

Purpose & Needs for Event: (BE SPECIFIC – CONTINUE ON SEPARATE SHEET IF NEEDED)

Caterer Name: _____ Telephone #: _____

Will Caterer need main kitchen facilities? Yes No (Lessee is responsible for kitchen costs)

- Golden Creek Room Sandy Creek Room New River Hall Ag Building Theater Ticket Booth Midway
- Unimproved Parking Lot Lower Parking Lot Nature Center Horse Arena Other _____

TOTAL RENTAL FEE: \$ _____ TOTAL DEPOSIT: \$ _____

In the event of early cancellation, the following policy applies to RENTAL FEES:

- 60 days or more prior to event FULL REFUND
- LESS than 60 days prior to event 25% CANCELLATION FEE RETAINED
- LESS than 30 days prior to event 50% CANCELLATION FEE RETAINED
- LESS than 10 days prior to event 75% CANCELLATION FEE RETAINED

I have read and understand the Reservation Form/Rental Agreement, General Guidelines, Prohibited Activities and Specific Guidelines which are made a part of this agreement and incorporated herein by reference, and agree to abide by same.

I affirm that I represent the aforementioned organization or event and further affirm that the organization or event representative agrees to indemnify, defend, and hold Coweta County harmless in any claims or actions brought as a result of the organization’s or event representative’s use of the facility (facilities).

Signed: _____ Print: _____ Date: _____

<input type="checkbox"/> Approved <input type="checkbox"/> Denied	By: _____
Date: _____	Title: _____

- Facilities are available for rental for a daily rate.
- **Coweta County Residents and Non-Profit Organizations pay HALF of the posted rental rates.**
- A refundable deposit/clean-up fee is required. The deposit will be refunded if the facility is left clean and damage free (see the "Facility Use Guidelines").
- **Everyone pays the posted deposit amount.**
- The deposit fee is due at the time the application is submitted.
- All rental fees are due no later than 30 days prior to the event.

EXHIBIT BUILDING	<input checked="" type="checkbox"/>	Daily Rate	<input checked="" type="checkbox"/>	Deposit (refundable)
Golden Creek Room (2,500 sq. ft.)		\$800.00		\$800.00
Sandy Creek Room (3,500 sq. ft.)		\$1000.00		\$1000.00
New River Hall (6,000 sq. ft.)		\$1200.00		\$1200.00

*There may be an additional charge for larger groups

THEATER & LAWN**	<input checked="" type="checkbox"/>	Daily Rate	<input checked="" type="checkbox"/>	Deposit (refundable)
Stage & Lawn Only		\$600.00		\$300.00

**Includes use of exterior restroom facilities

AG BUILDING**	<input checked="" type="checkbox"/>	Daily Rate	<input checked="" type="checkbox"/>	Deposit (refundable)
Building Only (4,000 sq. ft.)		\$600.00		\$300.00

**Includes use of exterior restroom facilities

CONCESSION STANDS**	<input checked="" type="checkbox"/>	Daily Rate	<input checked="" type="checkbox"/>	Deposit (refundable)
Per Building		\$300.00		\$300.00

**Includes use of exterior restroom facilities

MIDWAY OR GRASSED PARKING**	<input checked="" type="checkbox"/>	Daily Rate	<input checked="" type="checkbox"/>	Deposit (refundable)
Midway or Grassed Parking Area Only		\$1200.00		\$600.00

**Includes use of exterior restroom facilities

HORSE ARENA	<input checked="" type="checkbox"/>	Daily Rate	<input checked="" type="checkbox"/>	Deposit (refundable)
Arena, Observatory & Concession Stand		\$600.00		\$600.00
Arena, private hourly use		\$50.00/hour		\$50.00/hour

NATURE CENTER	<input checked="" type="checkbox"/>	Daily Rate	<input checked="" type="checkbox"/>	Deposit (refundable)
Pavilion		\$200.00		\$200.00

KITCHEN FACILITIES*	<input checked="" type="checkbox"/>	Full Use	<input checked="" type="checkbox"/>	Set-up Only
All Venues		\$1000.00		\$500.00

*Kitchen facilities **MUST** be used by a licensed & insured caterer.
 Proof of license and insurance **MUST** be provided prior to event.

MULTIPLE DAY USE: _____ Days

Use of R/V Facilities: \$25.00 per day X _____ Slips X _____ Days = _____ TOTAL

Release of All Claims

In consideration for being allowed to use the facility of Coweta County pursuant to Coweta County's corresponding facility use agreement (the "Facility"), the undersigned hereby covenants and agrees that the Coweta County, its officials, officers, employees, agents, members, representatives, volunteers or their respective insurers (collectively referred to hereafter as the "Coweta County") shall not be liable for any loss, damage, injury or liability of any kind to any person or property caused by, arising from, or in any way related to, any use of the Facility, or any part thereof, or by defect in any building, structure or improvement thereon, or in any equipment to be used therein, or because of the same being out of repair or arising from any act or omission of the undersigned or its employees, agents, affiliates, representatives, invitees, licensees or other persons entering upon or using the Facility nor shall Coweta County be liable for any loss, damage or injury from any cause whatsoever to the property or person of the undersigned or any of its employees, agents, affiliates, representatives, invitees, licensees or other persons entering upon or using said Facility or any part thereof, or to any property stored or placed thereon.

Notwithstanding anything to the contrary herein contained or irrespective of any insurance carried by the undersigned for the benefits of the above enumerated entities, the undersigned agrees to protect, indemnify, covenant not to sue and hold the Coweta County and the Facility harmless from and against any and all costs, expenses (including, without limitation, attorneys fees), damages, losses, actions, causes of actions, fees or liabilities of any nature arising out of or in any way related to the Coweta County or the use or occupancy of the Facility or arising from any state or condition of said Facility or any part thereof.

Executed this ____ day of _____, _____ by:

Signature

Printed Name