

## **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**
  - **Panther Creek Community Center**
  - **Welcome Community Center**
  - **Central Community Center**
  - **East Coweta 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 60 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:
 

• <b>60 days or more prior to event</b>	<b>FULL REFUND</b>
• <b>LESS than 60 days prior to event</b>	<b>25% CANCELLATION FEE RETAINED</b>
• <b>LESS than 30 days prior to event</b>	<b>50% CANCELLATION FEE RETAINED</b>
• <b>LESS than 10 days prior to event</b>	<b>75% CANCELLATION FEE RETAINED</b>

### **Prohibited Activities – All Facilities**

1. The following are prohibited by County ordinance at all County facilities:
  - **Alcoholic Beverages**
  - **Smoking/Tobacco Use/Vaping**
  - **Animals/Pets (leashed or not)**
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 without permission of the Event Services Director or designee.
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. No skateboarding, skating, rollerblading or riding scooters.
9. Abuse, destruction or removal of any county property is prohibited. Lessee will be liable for all damage and will be prohibited from future rentals.

# 1904 Historic Courthouse Guidelines

## CAPACITIES

**COURTROOM - Separate AND with adjoining rooms: 250**

**GRAND JURY ROOM - Separate: 23**

**JURY ROOM - Separate: 18**

**WEDDING - Courtroom, Jury Room, and Grand Jury Room: 250**

1. **FIRST FLOOR:** First floor (main floor) of the Courthouse is **NOT** available for rental. The first floor (main floor) is to be used only as a source of ingress and egress to the second and third floors. **ALL RENTABLE SPACE IS LOCATED ON THE SECOND and THIRD FLOORS.**
2. **COURTROOM AND MEETING ROOMS:** The Historic Courtroom, Grand Jury Room, and Jury Room on the second floor are available for rent on weekday evenings, Saturdays and Sundays. Rental requests for meeting rooms during regular business hours Monday - Friday (8 a.m. - 5 p.m.) are handled on a case-by-case basis pending the Probate Court Schedule.
3. **FOOD SERVICE:** Use of the catering kitchen on the third floor of the courthouse is available for events held in the Grand Jury Room on the second floor. Alcoholic beverages are prohibited. **No food or drinks may be taken into the main courtroom.**
4. **DECORATIONS:** Helium balloons are **not** permitted. Candles are **not** permitted.
5. **TRASH/CLEAN-UP:** Trash receptacles are provided for your convenience. Broom, dust pan, mop and bucket will also be provided. All spaces are to be returned to pre-use condition.
6. **Rules for clean-up are as follows:** Sweep floors in all rooms, kitchen and other areas used during event; mop up any spills or wet places and any soiled areas; clean up all trash in rooms and grounds used and place in containers provided; remove all decorations and any added items. Kitchen area clean-up includes removal of all items in refrigerator, freezer, sink, etc.
7. **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 Visitors Center office at 200 Court Square at least 30 days prior to the event. Failure to provide such proof will result in immediate cancellation of the event.

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 #: \_\_\_\_\_

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: _____

**Coweta County Event Services**

200 Court Square  
Newnan, GA 30263  
770-254-2627

**Instructions:**

- Please place an “X” in the shaded column next to the facility (facilities) being requested.
- Facilities are available for a daily rate.
- A refundable deposit/clean-up fee is required. The deposit will be refunded if the facility is left clean (see “Facility Use Guidelines”).
- Read the “Facility Use Guidelines” carefully before signing the agreement.

<b>HISTORIC COURTHOUSE</b>	<input type="checkbox"/>	<b>Daily Rate</b>	<input type="checkbox"/>	<b>Deposit (refundable)</b>
<b>Courtroom</b> (Food & Drink <b><u>NOT</u></b> allowed)		\$600.00		\$600.00
<b>Grand Jury Room**</b>		\$300.00		\$300.00
<b>Jury Room</b> (Food & Drink <b><u>NOT</u></b> allowed)		\$200.00		\$200.00
<b>Wedding Package**</b> (Includes all 3 rooms)		\$1100.00		\$600.00

\*\*Kitchen included

**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



**WAIVER/RELEASE FOR COMMUNICABLE DISEASES**

**ASSUMPTION OF RISK / WAIVER OF LIABILITY / INDEMNIFICATION AGREEMENT**

In consideration of being allowed the use of the \_\_\_\_\_ facility (the "Facility") the undersigned acknowledges, appreciates, and agrees that:

1. Participation includes possible exposure to and illness from infectious diseases including but not limited to MRSA, influenza, and COVID-19. While particular rules and personal discipline may reduce this risk, the risk of serious illness and death does exist;
2. I KNOWINGLY AND FREELY ASSUME ALL SUCH RISKS, both known and unknown, EVEN IF ARISING FROM THE NEGLIGENCE OF OTHERS, and assume full responsibility for my participation and use of the Facility;
3. I willingly agree to comply with the stated and customary terms and conditions for participation and use of the Facility as regards protection against infectious diseases. If, however, I observe any unusual or significant hazard during my presence or participation and use of the Facility, I will remove myself from participation and the Facility and bring such to the attention of the nearest official immediately; and
4. I, for myself and on behalf of my heirs, assigns, personal representatives and next of kin, HEREBY AGREE TO RELEASE, DEFEND AND HOLD HARMLESS Coweta County, the Coweta County Board of Commissioners and their officers, officials, agents, volunteers, instructors and/or employees, other participants, sponsoring agencies, sponsors, advertisers, and if applicable, owners and lessors of premises used to conduct the event ("RELEASEES"), WITH RESPECT TO ANY AND ALL ILLNESS, DISABILITY, DEATH, or loss or damage to person or property to the fullest extent permitted by law.

I HAVE READ THIS RELEASE OF LIABILITY AND ASSUMPTION OF RISK AGREEMENT, FULLY UNDERSTAND ITS TERMS, UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING IT/ACKNOWLEDGING, AND SIGN/ACKNOWLEDGE IT FREELY AND VOLUNTARILY WITHOUT ANY INDUCEMENT.

Name of participant: \_\_\_\_\_

Participant signature: \_\_\_\_\_

Date signed: \_\_\_\_\_