



# PARK RESERVATION APPLICATION

## Reservation Procedures

City of Monticello parks are reserved on a first come, first served basis. The group or individual must complete a reservation form prior to each use by designating the date, time, and which park or area they desire to reserve, as well as any applicable fees. The event organizer must be at least 18 years of age. Park rentals cannot be transferred, assigned, sublet, or issued to minors. An application may be terminated or voided if the information provided on the application is inaccurate or incorrect.

Requests must be submitted to the **MONTICELLO-JASPER CHAMBER OF COMMERCE FOR APPROVAL**. If this is an event that has 50 or more attendees, you will need an event permit. If the event is a community event, where the general public is welcome, it will need to be approved by the Monticello City Council. The City Council meets the second Tuesday of each month. Please plan accordingly and submit your reservation form at least a month prior to the event. If this is a community event where the general public is welcome, the Monticello-Jasper County Chamber of Commerce (706-468-8994) is available to assist you with marketing and promotion.

The Applicant must submit the appropriate completed rental application, once approved either by the Chamber of Commerce or City Council, you will need to submit your sanitation deposit in the amount of \$150.00. Please take pictures once you have cleaned the area. Please email pictures to [cpennamon@monticelloga.org](mailto:cpennamon@monticelloga.org). If the area is cleaned, your sanitation deposit will be mailed back to you within 14 business days. The City of Monticello reserves the right to deny any reservation request at the discretion of the City Council. ***Due to unforeseen circumstances, the City reserves the right to reschedule or cancel the park reservation.***

APPLICANT INFORMATION			
Applicant/Event Coordinator:			
Organization:			
*Driver License Number:			
Address			
Home Phone Number:		Cell Number:	
E-mail Address:		Are you a resident of Monticello?	
Alternative Contact Person:		Cell Phone Number:	

\*Please provide a copy of your Driver License

Please check the park you are requesting	
<input type="checkbox"/> Funderburg	<input type="checkbox"/> Westview
<input type="checkbox"/> Sands	

# Event Information

Today's Date: \_\_\_\_\_

Desired Date of Use: \_\_\_\_\_

Set up time: \_\_\_\_\_

Beginning time of Event: \_\_\_\_\_

Ending time of Event: \_\_\_\_\_

Expected Number of Guest: \_\_\_\_\_

Is this a Community Event to which the public is invited?       Yes  No

Describe what you or your organization will be using the park for:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Please check all that applies:

Vendors will be on site    Food will be for sale    Children's Activities will be on site    Amplified Sounds (Music)

# \_\_\_\_\_ of non-food vendors      # \_\_\_\_\_ of vendors selling food

## Park Reservation Agreement

The City reserves the right to allocate reservation time based on the number of requests and time requested. Renters are solely responsible and answerable financially for any and all accidents or injuries to persons or property resulting from their use of Monticello's parks. Renters are responsible for the control and supervision of all people in attendance at their event. If there are violations of the Rules and Requirements during the event, the function will be stopped, and everyone will be forced to leave immediately. If the event is cancelled due to a violation, the applicant will not be allowed to reserve any park for six months. The City reserves the right to deny future rentals if the rules and procedures are not followed.

**Responsibilities: All persons using, and reserving the City of Monticello facilities must observe the following rules and requirements:**

**Security:** The Jasper County Sheriff's office will need to be notified when a community event (general public is welcome) has been planned and approved by the Monticello City Council. The Event coordinator will need to secure paid Jasper County deputies to cover the event that is planned to host 75 or more attendees. The amount of coverage needed, and scheduling will be determined by the Jasper County Sheriff's office. Payment for security will need to be paid prior to the event and directly to the Jasper County Sheriff's office.

**❑ Insurance:** All community events where the general public is welcome are required to have a general event liability insurance policy. The City of Monticello must be named the certificate holder, and the insured entity or individual on the certificate of liability must match the applicant or event coordinator named on the reservation request. The minimum coverage amount for the liability Insurance policy is \$1,000,000.

**❑ Liability:** The City of Monticello assumes no liability for the renter's use of property. As a condition of the use of the property, the applicant shall hold the City harmless from any claim or liability out of any activity or conduct of the renter while using city property.

**❑ Damages:** Any and all damages to the park while being using by the renter, will be the responsibility of the renter and payable in full to the City of Monticello.

**❑ Vendors:** There are to be no vendors in the park unless an occupational license or temporary permit has been issued by the City.

**❑ Food:** If a group or organization utilizes one of the parks to sell food (cooked on-site or pre-cooked) a temporary food permit must be obtained. Each temporary permit is \$25.00. If this is a community event, please contact the Chamber of Commerce so that they can assist with promotion of the event.

**❑ Parking and Vehicles:** It is prohibited to drive or propel any motor vehicle except in established driveways and in the direction indicated by signs, or to park any vehicle except in areas provided and indicated. Motorized vehicles, including golf carts, and ATV's are prohibited on playing fields, basketball courts, picnic areas, sidewalks, or any other grassy area. Each park has a limited amount of parking.

**❑ Noise/Music:** Loud music, obscene language, or boisterous behavior breaching public peace is not permitted. No loud sounds or amplified sounds unless it has been approved during the reservation approval process.

**❑ Hazards:** No firearms are permitted. No hunting, open fires, or motorized vehicles. No golfing, archery, or games of hazardous nature.

**❑ Alcohol, Drugs, Smoking, and Firearms:** No alcohol, illegal drugs, smoking, or firearms are permitted in the park. There is no hunting. No open fires allowed.

**❑ Cooking:** No cooking on the grass. Grills must be removed at the end of the event. No charcoal or burnt wood should be dumped on the grass. No hot embers should be left onsite. No oil is to be dumped on the grass or anywhere onsite, including sewer drains.

**❑ Electricity and Water:** There is no electricity or water for public use in the parks.

**❑ Bounce Houses:** No bounce houses or children's play activity are allowed in the city park unless the event is a community event where the general public is invited. This must be approved by the City and an insurance liability policy must be submitted. Driving stakes into the ground is not allowed.

**❑ Tents:** Driving stakes into the ground is not allowed.

**Trash:** Please keep our city parks beautiful and safe for all to enjoy. You must leave the area free of trash. Please take your garbage bags and trash with you.

**Porta-Potties/Bathroom Facilities:** There is one porta potty at Funderburg park. *Porta-potties will need to be provided by the person reserving the park.*

**Pets:** Pets must be on leash. Please pick up after your animal.

**Additional Park Rules: Park rules are posted at each park.**

1. Use of Park facilities shall be at your own risk. The City of Monticello is not responsible for loss/injury or death caused by visitor negligence.
2. No illegal drugs, or alcohol beverages are allowed.
3. Children using the playground equipment must be supervised by an adult.
4. Pathways and walkways are for pedestrian exercise.
5. The pond is off limits to all- no waddling, swimming, or fishing permitted.
6. Park in designated parking spaces only Violators will be towed at owners expense.
7. No use of motorized vehicles on Courts, Fields, or non-designated parking areas.
8. The parks are open from sunrise to sunset each day.

The undersigned, both individually and on behalf of the above named applicant, agrees to indemnify, defend and hold the City of Monticello, employees, and Jasper County Sheriff’s office free from any liability of any nature, including, but not limited to, liability for damage or injury to any persons or property, costs and attorney’s fees arising out of or in connection with the use of City property regardless of whether the City was actively or passively negligent, either solely or contributory in connection with such liability. I certify that I have received, read, and agree to abide by all rules and regulations outlined in the PARK RESERVATION AGREEMENT.

Printed Name \_\_\_\_\_ Date \_\_\_ / \_\_\_ / \_\_\_\_\_

Signature of Responsible Party \_\_\_\_\_

**Please submit the reservation request form to the Monticello-Jasper County Chamber of Commerce, located at 119 West Washington Street, Monticello, GA 31064.**

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For Office Use Only	
City Council Approval Date	
Sheriff’s Dept Contacted and Approved	
Insurance Verification Received	
Food/Vendor permit issued	
City Clerk’s Signature	
Request Approved	
Request Denied and Comments Regarding Denial	



## Applicant's Copy of Park Rules

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