CITY OF ATLANTA
Office of Recreation
HARRIS TOWER
233 PEACHTREE ST., N.E., 17TH FLOOR
ATLANTA, GEORGIA 30303
Phone (404)546-6788  Fax (404) 546-9151

Class 2 & 3 Recreation Facility Rental

**************TO BE COMPLETED BY RENTAL CUSTOMER**************

Organization Using Facility/Room/Field: ________________________________ Email address: ________________________________

Contact Person: ___________________________ Home phone: ___________ Cell phone: ___________________________

Complete Address: ___________________________ Street ___________________________ Apt # ___________________________ City, State, Zip

Date of Event: ___________ Start Time: ___________ Ending Time: ___________ # of People: ___________

Applicant's Signature: ___________________________________________________ Date: ___________________________

**************TO BE COMPLETED BY FACILITY MANAGER**************

Permission is granted for use of Center: __________________________________________ Facility/room: ___________________________

50% payment: ___________ Total Fees: ___________ Tax Exempt #: ___________ # of tables: ___________ # of chairs: ___________

Facility Manager: ___________________________ (Please Print) Date: ___________________________

Facility Manager Signature: ___________________________________________ Date: ___________________________

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**Building & Gym Rental Fees**

(See attached list of facilities by class)

<table>
<thead>
<tr>
<th><strong>Individuals</strong></th>
<th><strong>Class 2 Facilities</strong></th>
<th><strong>Class 3 Facilities</strong></th>
<th><strong>Class 3 Gym Rental</strong></th>
</tr>
</thead>
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<tr>
<td>City of Atlanta Residents</td>
<td>$30.00/hour</td>
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<td>$147.00/hour (4 hr. minimum)</td>
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<td>Non-Residents</td>
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<td>$210.00/hour (4 hr. minimum)</td>
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<th><strong>Class 2 Facilities</strong></th>
<th><strong>Class 3 Facilities</strong></th>
<th><strong>Class 3 Gym Rental</strong></th>
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<td>All Other City of Atlanta Resident Organizations</td>
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<td>$112.00/hour</td>
<td>$143.00/hour</td>
<td>$225.00/hour (4 hr. minimum)</td>
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**Official Use Only**

Date Received ________

Fax ____________

Mail ______

Delivered ______

Schedule Clear ______

Payment __ Y __ N __

Date payment received ________

1 of 4
Rules and Regulations for Building & Gym Rentals

Recreation Facility Staff: This form, accompanied by the appropriate fee, is submitted to the Accounting Division by Community Facility Supervisor for inclusion in weekly Revenue Report.

1. Applicants must be at least 21 years of age to reserve recreation facilities.

2. It is recommended that applicants visit the center they are interested in reserving prior to filling out a request so they can see the amenities available.

3. Reservations may not be made earlier than 1 year prior to the event date.

4. Recreation Center Rooms are available for hourly rental, with all activities ending at 1:00am and the facility cleaned and empty by 2:00am.

5. The Recreation facility is permitted with understanding that you may be required to do minor cleaning upon arrival on specific date.

6. The City of Atlanta does not provide custodial services on weekends or after 4pm Monday through Friday.

7. Recreation facilities must be thoroughly cleaned after the rental is complete.

8. No alcoholic beverages shall be served unless by a licensed Bartender. A copy of the license must be submitted with the application if serving alcohol.

9. No reservations can be made for or on City holidays, i.e. New Years' Day, Martin Luther King Jr.'s Birthday, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Friday after Thanksgiving Day and Christmas Day.

10. Class 2 facilities do not have a full gym or natatorium; Class 3 facilities have a full gym, but no natatorium. Equipment rentals shall be $10.00 per table and $1.00 per chair at Class 2 & 3 facilities. Please note that the requested number of tables and chairs may not be available for your activity.

11. During Camp Best Friends programming, facilities are not available for rental until 7 p.m., Monday through Friday.

12. Conference room: All rentals of a conference room shall include the use of chairs and tables at no additional charge. Except as noted herein, use of city equipment including but not limited to sound systems, microphones and other accessories (excluding office supplies) shall not be permitted with conference room rentals.

13. Gymnasium: All rentals of a gymnasium must be for a minimum of four (4) hours. Use of city equipment, including but not limited to chairs and/or tables shall not be permitted with gymnasium rentals.

14. A refundable deposit of $150.00 is required for all Class 2 building rental reservations for groups larger than 30 attendees. A refundable deposit of $300.00 is required for all Class 3 building rental reservations for groups larger than 30 attendees. Refunds are granted to the applicant based upon the Facility Manager’s approval of satisfactory clean-up after the event.

15. Applicants renting the facility/room/athletic field agree to pay a minimum of 50%, or the total amount due, upon signing this agreement.

16. Final payment is due fourteen (14) business days prior to event date.
17. During regular facility operating hours, and pending availability, meeting rooms at all Class 2 and Class 3 recreation centers will be made available Monday through Sunday, free of charge, to Booster clubs that are registered with the City’s Office of Recreation, NPU and Neighborhood Planning Unit Neighborhood Associations, and NPU and Neighborhood Planning Unit Neighborhood Associations Sub-Committees that are registered as such with the City’s Department of Planning and Community Development, and are conducting organizational and community business meetings and activities. Additionally, pending availability, there shall be no charge for the use of facility amenities including but not limited to tables, chairs, microphones, sound systems, and other accessories (excluding office supplies) used in connection with said meetings. Said organizations will not be charged a building or equipment security deposit. The charge for such meetings that occur Monday through Sunday (pending availability) or that occur during non-regular facility hours on Monday through Thursday (pending availability) shall be the rate for City of Atlanta tax-exempt organizations. The use of facility amenities (excluding office supplies) shall remain free of charge, and the security deposit shall continue to be waived.

18. In accordance to Ordinance # Chapter 11, Article 1, Section 110.3 Part C (3) Events with admission fees/vending. Any individual or organization holding an event at a Class 4 Recreation Center where attendants are charged an admission fee, and/or where vending occurs, must pay: (i) the applicable rental fees set forth above; and (ii) 20% of the gross revenue collected at the event or $500.00, which ever is greater.

19. Payment for all reservations must be made via major credit card (MasterCard or Visa), debit card, cashier's check, company check, personal check or money order, made payable to the City of Atlanta Office of Recreation. No American Express or Discover credit cards accepted. No cash will be accepted.

20. No refunds will be issued due to inclement weather.

21. All cancellations must be made in writing to the Office of Reservation no less than thirty (30) days prior to the scheduled event in order to receive a refund. Please allow 6 to 8 weeks for processing of any refund.

PLEASE NOTE: Occasionally our facilities experience problems with the heat and/or air conditioning units. In such cases you or your organization will have the option of accepting the building as is or rescheduling your event. When possible, we will notify you in advance of problems with the building. Thank you for your cooperation.

TO ALL APPLICANTS:
YOU ARE RESPONSIBLE FOR ADHERING TO THE RULES AND REGULATIONS ON PAGE 2 AND 3 OF THIS APPLICATION

IN CASE OF EMERGENCY, PLEASE CONTACT THE FOLLOWING CITY EMPLOYEE

Facility Manager

Phone Number

Revised 7/12/10
# City of Atlanta Department of Parks, Recreation and Cultural Affairs

## Class 2 and Class 3 Recreation Facilities

### Hourly Fee for Building Rental

<table>
<thead>
<tr>
<th>Facility</th>
<th>Location</th>
<th>City of Atlanta Residents</th>
<th>Non-Residents</th>
<th>Tax Exempt Resident Organizations</th>
<th>Tax Exempt Non-Resident Organizations</th>
<th>All Other City of Atlanta Resident Organizations</th>
<th>All Other Non-Resident Organizations</th>
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<th>All Other Non-Resident Organizations</th>
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<td>$143.00</td>
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Rev. 7/12/10
CITY OF ATLANTA
Office of Recreation
HARRIS TOWER
233 PEACHTREE STREET, N.E., 17TH FLOOR
ATLANTA, GEORGIA 30303
(404)505-3181(A’ville) (404) 624-0772(Rosel Fann)

Class 4 Recreation Facility Rental

************TO BE COMPLETED BY RENTAL CUSTOMER************

Organization Using Facility/Room/Field: __________________________ Email address: __________________________

Contact Person: __________________________ Home phone: __________________________ Cell phone: __________________________

Complete Address: __________________________ Street __________________________ Apt # __________________________ City, State, Zip __________________________

Date of Event: __________________________ Start Time: __________________________ Ending Time: __________________________ # of People: __________________________

Applicant’s Signature: __________________________ Date: __________________________

************TO BE COMPLETED BY FACILITY MANAGER************

Permission is granted for use of Center: __________________________ Facility/room: __________________________

50% payment: _________ Total Fees: __________________________ Tax Exempt #: __________________________ # of tables: _________ # of chairs: _________

Facility Manager: __________________________ Date: __________________________

(Please Print)

Facility Manager Signature: __________________________ Date: __________________________

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Building Rental Fees
Reference: City of Atlanta Code of Ordinances, Sec. 110-3

<table>
<thead>
<tr>
<th>Individuals</th>
<th>Rosel Fann (404) 624-0772</th>
<th>Adamsville (404) 505-3181</th>
<th>Rosel Fann or Adamsville</th>
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<tbody>
<tr>
<td>City of Atlanta Residents</td>
<td>$122.00/hour</td>
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<td>$122.00/hour</td>
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<td>Non-Residents</td>
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<td>All Other City of Atlanta Resident Organizations</td>
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<tr>
<td>All Other Non-Resident Organizations</td>
<td>$200.00/hour</td>
<td>$175.00/hour</td>
<td>$200.00/hour</td>
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</tbody>
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Wedding(s)/Wedding Reception(s)
Reference: City of Atlanta Code of Ordinances, Sec. 110-3
Includes both Auditoriums #1 & #2

| $750.00 Flat Fee | Seven hours of use, including a maximum of four hours for the event itself, two hours for set up, and one hour for break down. |
| $187.50 per hour | Each additional hour |
| $300.00         | Security deposit - Refundable after complete cleanup of event |
| $100.00         | Equipment rental fee - Refundable after complete cleanup of event (Microphone(s); podium, sound system; use of kitchen) |
| $1.00           | Chair rental, per chair |
| $10.00          | Table rental, per table |

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Official Use Only

Date

Received ______

Fax

Mail

Delivered _____

Schedule

Clear ______

Payment

Y _ N _____

Date payment received ______

1 of 3
Rules and Regulations for Building Rentals

1. Applicants must be at least 21 years of age to reserve recreation facilities.

2. It is recommended that applicants visit the center they are interested in reserving prior to filling out a request so they can see the amenities available.

3. Reservations may not be made earlier than 1 year prior to the event date.

4. Recreation Center Rooms are available for hourly rental, with all activities ending at 1:00am and the facility cleaned and empty by 2:00am.

5. The Recreation facility is permitted with understanding that you may be required to do minor cleaning upon arrival on specific date. Recreation facilities must be thoroughly cleaned after the rental is complete.

6. The City of Atlanta does not provide custodial services on weekends or after 4pm Monday through Friday.

7. Rental of Auditoriums #1 and #2 includes free rental of equipment such as floor tarps, microphones, podium, sound system, and kitchen equipment.

8. No alcoholic beverages shall be served unless by a licensed Bartender. A copy of the license must be submitted with the application if serving alcohol.

9. No reservations can be made for or on City holidays, i.e. New Years' Day, Martin Luther King Jr.'s Birthday, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Friday after Thanksgiving Day and Christmas Day.

10. Class 2 facilities do not have a full gym or natatorium; Class 3 facilities have a full gym, but no natatorium. Equipment Rentals shall be $10.00 per table and $1.00 per chair for Class 2 & 3 facilities. Please note that the requested number of tables and chairs may not be available for your activity.

11. During Camp Best Friends programming, facilities are not available for rental until 7 p.m., Monday through Friday.

12. Conference room: All rentals of a conference room shall include the use of chairs and tables at no additional charge. Except as noted herein, use of city equipment including but not limited to sound systems, microphones and other accessories (excluding office supplies) shall not be permitted with conference room rentals. Weddings/Wedding Receptions can not be held in a conference room.

13. Gymnasium: All rentals of a gymnasium must be for a minimum of four (4) hours. Use of city equipment, including but not limited to chairs and/or tables shall not be permitted with gymnasium rentals. Weddings/Wedding Receptions can not be held in the gym.

14. NPU: During regular facility operating hours, and pending availability, the Rosel J. Fann Recreation Center Auditoriums #1 and #2, and the Adamsville Recreation Center Auditorium #2, will be made available Monday through Thursday, free of charge, to NPU and Neighborhood Planning Unit Neighborhood Associations, and NPU and Neighborhood Planning Unit Neighborhood Associations Sub-Committees that are conducting organizational and community business meetings and activities. Additionally, pending availability, there shall be no charge for the use of facility amenities including but not limited to tables, chairs, microphones, sound systems, and other accessories (excluding office supplies) used in connection with said meetings. Said organizations will not be charged a building or equipment security deposit. The charge for such meetings that occur Friday through Sunday (pending availability) or that occur during non-regular facility hours on Monday through Thursday (pending availability) shall be the rate for City of Atlanta tax-exempt organizations. The use of facility amenities (excluding office supplies) shall remain free of charge, and the security deposit shall continue to be waived.
Rules and Regulations for Building Rentals (continued)

15. A refundable deposit of $300.00 will be required for all reservations with more than 30 attendees. Refunds are granted to the applicant based upon the Facility Manager's approval of satisfactory clean-up after the event.

16. Applicants renting the facility/room/athletic field agree to pay a minimum of 50%, or the total amount due, upon signing this agreement.

17. In accordance to Ordinance # Chapter 11, Article 1, Section 110.3 Part C
(3) Events with admission fees/vending. Any individual or organization holding an event at a Class 4 Recreation Center where attendants are charged an admission fee, and/or where vending occurs, must pay: (i) the applicable rental fees set forth above; and (ii) 20% of the gross revenue collected at the event or $500.00, which ever is greater.

18. Payment for all reservations must be made via major credit card (MasterCard or Visa), debit card, cashier's check, company check, personal check or money order, made payable to the City of Atlanta Office of Recreation. No American Express or Discover credit cards accepted. No cash will be accepted.

19. Final payment is due fourteen (14) days prior to event date.

20. No refunds will be issued due to inclement weather.

21. All cancellations must be made in writing to the Office of Reservation no less than thirty (30) days prior to the scheduled event in order to receive a refund. Please allow 6 to 8 weeks for processing of any refund.

PLEASE NOTE: Occasionally our facilities experience problems with the heat and/or air conditioning units. In such cases you or your organization will have the option of accepting the building as is or rescheduling your event. When possible, we will notify you in advance of problems with the building. Thank you for your cooperation.

____________________________
TO ALL APPLICANTS:
YOU ARE RESPONSIBLE FOR ADHERING TO THE RULES AND REGULATIONS ON PAGE 2 AND 3 OF THIS APPLICATION

____________________________
IN CASE OF EMERGENCY, PLEASE CONTACT THE FOLLOWING CITY EMPLOYEE

Facility Manager
Phone Number

Revised 07/12/10
CITY OF ATLANTA
Office of Recreation
HARRIS TOWER
233 PEACHTREE STREET, 17TH FLOOR
ATLANTA, GEORGIA 30303
(404) 505-3181(A'ville) (404) 624-0772(Rosel Fann)

Class 4 Gymnasium Rentals

**************************TO BE COMPLETED BY RENTAL CUSTOMER**************************

Organization Using Facility/Room/Field: ___________________________ Email address: ___________________________

Contact Person: ___________________________ Home phone: ___________ Cell phone: ________________

Complete Address: ____________________________________________
Street ___________________________ Apt # ___________________________ City, State, Zip ___________________________

Date of Event: ___________ Start Time: ___________ Ending Time: ___________ # of People: ___________

Applicant's Signature: ___________________________ Date: ____________

**************************TO BE COMPLETED BY FACILITY MANAGER**************************

Permission is granted for use of Center: ___________________________ Facility/room: ___________________________

50% payment: _________ Total Fees: ___________ Tax Exempt #: ___________________________ # of tables: _______ # of chairs: _______

Facility Manager: ___________________________ Date: ____________

(Please Print)

Facility Manager Signature: ___________________________ Date: ____________

Class 4 Gymnasium Rental Fees
(bleachers seat 600)

<table>
<thead>
<tr>
<th></th>
<th>Adamsville</th>
<th>Rosel Fann</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(404) 505-3181</td>
<td>(404) 624-0772</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Individuals</th>
<th></th>
<th></th>
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<tbody>
<tr>
<td>City of Atlanta Residents</td>
<td>$147.00/hour (4-hour minimum)</td>
<td></td>
</tr>
<tr>
<td>Non-Residents</td>
<td>$210.00/hour (4-hour minimum)</td>
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<table>
<thead>
<tr>
<th>Organizations</th>
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<tbody>
<tr>
<td>Tax Exempt Resident Organizations</td>
<td>$88.00/hour (4-hour minimum)</td>
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<tr>
<td>Tax Exempt Non-Resident Organizations</td>
<td>$125.00/hour (4-hour minimum)</td>
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</tr>
<tr>
<td>All Other City of Atlanta Resident Organizations</td>
<td>$157.00/hour (4-hour minimum)</td>
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</tr>
<tr>
<td>All Other Non-Resident Organizations</td>
<td>$225.00/hour (4-hour minimum)</td>
<td></td>
</tr>
</tbody>
</table>

Reference: City of Atlanta Code of Ordinances, Sec. 110-3

Official Use Only

Date Received _________
Fax ________
Mail ________
Delivered ________
Schedule Clear _________
Payment Y ______ N ______
Date payment received _________
Rules and Regulations for Gymnasium Rentals

1. Applicants must be at least 21 years of age to reserve recreation facilities.

2. It is recommended that applicants visit the center they are interested in reserving prior to filling out a request so they can see the amenities available.

3. Reservations may not be made earlier than 1 year prior to the event date.

4. Recreation Center Rooms are available for hourly rental, with all activities ending at 1:00am and the facility cleaned and empty by 2:00am.

5. The Recreation facility is permitted with understanding that you may be required to do minor cleaning upon arrival on specific date. Recreation facilities must be thoroughly cleaned after the rental is complete.

6. The City of Atlanta does not provide custodial services on weekends or after 4pm Monday through Friday.

7. No alcoholic beverages shall be served unless by a licensed Bartender. A copy of the license must be submitted with the application if serving alcohol.

8. No reservations can be made for or on City holidays, i.e. New Years' Day, Martin Luther King Jr.'s Birthday, Memorial Day, Independence Day, Labor Day, Veteran’s Day, Thanksgiving Day, Friday after Thanksgiving Day and Christmas Day.

9. Class 2 facilities do not have a full gym or natatorium; Class 3 facilities have a full gym, but no natatorium. Equipment rentals shall be $10.00 per table and $1.00 per chair at Class 2 and Class 3 facilities. Please note that the requested number of tables and chairs may not be available for your activity.

10. During Camp Best Friends programming, facilities are not available for rental until 7 p.m., Monday through Friday.

11. Conference room: All rentals of a conference room shall include the use of chairs and tables at no additional charge. Except as noted herein, use of city equipment including but not limited to sound systems, microphones and other accessories (excluding office supplies) shall not be permitted with conference room rentals. Weddings/Wedding Receptions can not be held in a conference room.

12. Gymnasium: All rentals of a gymnasium must be for a minimum of four (4) hours. Use of city equipment, chairs and/or tables shall not be permitted with gymnasium rentals. Weddings/Wedding Receptions can not be held in the gym.

13. NPU: During regular facility operating hours, and pending availability, the Rose J. Fann Recreation Center Auditoriums #1 and #2, and the Adamsville Recreation Center Auditorium #2, will be made available Monday through Thursday, free of charge, to NPU and Neighborhood Planning Unit Neighborhood Associations, and NPU and Neighborhood Planning Unit Neighborhood Associations Sub-Committees that are conducting organizational and community business meetings and activities. Additionally, pending availability, there shall be no charge for the use of facility amenities including but not limited to tables, chairs, microphones, sound systems, and other accessories (excluding office supplies) used in connection with said meetings. Said organizations will not be charged a building or equipment security deposit. The charge for such meetings that occur Friday through Sunday (pending availability) or that occur during non-regular facility hours on Monday through Thursday (pending availability) shall be the rate for City of Atlanta tax-exempt organizations. The use of facility amenities (excluding office supplies) shall remain free of charge, and the security deposit shall continue to be waived.
14. A refundable deposit of $300.00 will be required for all reservations with more than 30 attendees. Refunds are granted to the applicant based upon the Facility Manager’s approval of satisfactory clean-up after the event.

15. Applicants renting the facility/room/athletic field agree to pay a minimum of 50%, or the total amount due, upon signing this agreement.

16. **In accordance to Ordinance # Chapter 11, Article 1, Section 110.3 Part C**
   
   (3) Events with admission fees/vending. Any individual or organization holding an event at a Class 4 Recreation Center where attendants are charged an admission fee, and/or where vending occurs, must pay: (i) the applicable rental fees set forth above; and (ii) 20% of the gross revenue collected at the event or $500.00, whichever is greater.

17. Payment for all reservations must be made via major credit card (MasterCard or Visa), debit card, cashier’s check, company check, personal check or money order, made payable to the **City of Atlanta Office of Recreation**. No American Express or Discover credit cards accepted. **No cash will be accepted.**

18. **Final payment is due fourteen (14) days prior to event date.**

19. No refunds will be issued due to inclement weather.

20. All cancellations must be made in writing to the Office of Resvitation no less than **thirty (30) days** prior to the scheduled event in order to receive a refund. Please allow 6 to 8 weeks for processing of any refund.

**PLEASE NOTE: Occassionally, our facilities experience problems with the heat and/or air conditioning units. In such cases you or your organization will have the option of accepting the building as is or rescheduling your event. When possible, we will notify you in advance of problems with the building. Thank you for your cooperation.**

______________________________

**TO ALL APPLICANTS:**
**YOU ARE RESPONSIBLE FOR ADHERING TO THE RULES AND REGULATIONS ON PAGE 2 AND 3 OF THIS APPLICATION**

______________________________

**IN CASE OF EMERGENCY, PLEASE CONTACT THE FOLLOWING CITY EMPLOYEE**

Facility Manager

Phone Number

Revised 07/12/10