



Douglasville Parks and Recreation Rental Rules

1. Your rental event time is _____ to _____. Renter will be able to enter their designated event space **(15) minutes prior** to their scheduled rental time. Failure to arrive at your scheduled time does not provide additional time. Should you forego leaving at the above time, the deposit will be retained by Douglasville Parks and Recreation.
2. Under no circumstance will events be ongoing after 10:00 PM.
3. No smoking or drinking on park premises. Renter is also responsible for their guest complying with this rule.
4. Our facility only provides tables and chairs during the rental. We do not set up or break down during your rental. This must be included within your rental time.
5. Caterer or Renter is required to clean the kitchen, if used. Leftover food should be removed from refrigerator, if used. All garbage is to be placed in the dumpster in the parking lot by the Caterer or the Renter of the Room. Please see a staff member for location of the dumpster.
6. The renter is required to clean spills from floor, if any, in addition to sweeping floors. In addition, the renter is responsible for cleaning all tables and chairs used by their party. All cleaning supplies available upon request.
7. All decorations and balloons must be removed from room at the end of the event.
8. Table and chair are requested prior to your event and will not be changed. We do not set up the tables and chairs for you. Additional tables and/or chairs may not be available the day of your event.
9. **No fog machines, deep fryers, air fryers, or generators (this includes bounce houses).**
10. **No tape of any kind on walls, glue dots, windows, or doors, no nails, thumbtacks, or pushpins in the walls.**
11. **Grilling only permitted in designated areas. Please ask park staff regarding grilling within parks.**
12. **No tables/chairs will be permitted outside of the facility (except for the wedding gazebo). Renters utilizing outdoor space is responsible for additional seating or table.**
13. Audio Visual sound system is for speaking only. No singing or Karaoke.
14. The renter only has access to their designated space. No barriers shall be placed in such a way as to restrict access to areas for the public or to restrict access of emergency vehicles.
15. The user of any community center room shall be solely responsible for the security of people and equipment for said event.
16. In consideration of other guests, please keep doors closed during your event.
17. If the event is composed of children under the age of eighteen, please chaperone children. For the safety and security of all guests, for events involving minors, lights must remain on, and guests are not allowed to roam the park grounds or facility
18. Please make sure you provide directions to the event location for your guest.

If you have questions, please ask a Douglasville Parks and Recreation team member.

FAILURE TO COMPLY WITH RULES AND REQUIREMENTS WILL RESULT IN LOSS OF DEPOSIT.

Renter's Signature

/2025 Date