



Facility Reservation Application

Please note that a Special Events Application is required for persons/organizations wishing to host an event upon public and/or private property where: 1) municipal services are reasonably anticipated, actually required, or requested, 2) special permitting which includes, but is not limited to, parking, use of location, or vendor permits not for the non-profit organization hosting the event.

Is this event... Open to the Public Private Invitation Only
 Is there an admission fee for attendees? No Yes (describe) _____

Applicant Organization: _____

Person Responsible for rental agreement: _____

Mailing Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Tybee Resident: Yes No (if yes please list Tybee Island address) _____

Telephone: _____ **Email :** _____

Facility requested: _____

Activity: _____

Number attending: _____ **Special needs:** _____

Day & Date(s) requested: _____

Total hours requested: _____ **Begin Time :** _____ **End Time:** _____

(Hours requested are to include event set-up and clean-up, access to the facility is only allowed during the times listed)

Signature of Applicant _____ **Date** _____

The applicant is required to read and agree to the Facilities Usage Policy on reverse side. The City of Tybee Island is not liable for any personal injury or for damage to personal property of any person(s) involved in activities under a rental agreement with the city. Payment of damage/cleaning deposit is required at time of application. Payment of facility rental rate (daily or hourly) is due at a minimum of 30 days prior to the reservation date.

Facility Use Fee Schedule						
Location	Guard House	Memorial Park Open Pavilion	Memorial Park Screened Pavilion	Jaycee Park Gazebo	Old School Cafeteria	School Classroom #6
Occupancy	100	150	300	< 5 (no seating)	140	35
One-Day Rate	\$800	\$200	\$400	\$150	\$500	\$100
Residents One-Day Rate	\$400	-	-	-	-	-
Residents One-Hour Rate (3 hr min)	\$100	-	-	-	-	-
One-Hour Rate (3 hr min)	\$200	\$50	\$100	\$25	\$100	\$25
Damage/Cleaning Deposit	\$500	\$50	\$100	\$50	\$100	\$50

**Please circle all payments to be made in correspondence to your facility reservation*

Deposit Paid (Date _____) Hourly/Daily Rate Paid (Date _____)

Credit Card Information	
Name as it appears on card _____	Credit Card Number _____
Expiration date of card _____	Zip code of credit account _____

Facilities Usage Policies

1. Payment of deposit must be received before reservations are confirmed and if rate payment is not received at least thirty days prior to the reservation date the reservation will be terminated. All payments received will be processed; if deposits are refunded, applicant will receive check from City of Tybee Island by mail to the mailing address listed.
2. All facility use fees will be forfeited on any reservation not cancelled within 30 days of the reservation. Deposits are non-refundable if the reserving party cancels the event within 30 days of the rental date. Only in extraordinary cases, at the discretion of the Community Development Director, will reservation refunds be considered. Cancellations 31 days or more in advance will receive a full refund.
3. Equipment or property that is rented or owned by the reserving party may be brought into the facility, but must be discussed with and approved by the Facilities Manager prior to the event. Storage facilities are not available for any rented or private equipment or property. Items may not be left after the conclusion of the event.
4. Food may be permitted in designated areas if discussed and approved by the Facilities Manager prior to the event.
5. All open flames, other than in city provided barbeques, are prohibited without written approval from the fire department.
6. City facilities can only be occupied during the hours of 8am- 10pm, all city facilities must be vacated after 10pm.
7. Only those areas agreed upon may be used.
8. Smoking is prohibited inside all City facilities. Smoking outside of facilities other than the Guard House is allowed in designated smoking areas only. The Guard House is a non-smoking facility inside and outside.
9. Members of the city staff and other governing bodies reserve the right to enter all facilities at all times during any and all occupancies for any reasonable purpose.
10. Animals, except for services dogs and those associated with any approved programs are not allowed inside city facilities.
11. The reserving party is responsible for all decorating and other special preparations necessary for the event. Times for decorating and preparation must be included in the hours requested on the application. Only masking tape (or other low-stick tape) may be used on walls and other surfaces. All tape and its residue must be removed at the end of the event. Items not allowed include, but are not limited to, staples, nails, screws, thumb tacks, and high-adhesive tapes.
12. Relocating or rearranging city equipment other than tables and chairs must be discussed with and approved by the Facilities Manager prior to the event.
13. Substances such as liquids and powders may not be used on the floors at any time. No bird seed, rice, confetti or glitter is allowed without prior approval by Facilities Manager.
14. The reserving party is responsible for their own cleaning supplies, and the clean up of areas used, by the conclusion of the reservation time. All trash, decorations, etc., shall be removed, and all areas should be left in the condition in which they were found.
15. Alcoholic beverage service for events requires proper license and must be arranged at the time of reservation.
16. The City of Tybee Island is not liable for any accidents, injury, illness or loss of group or individual property. The city may require proof of insurance coverage depending on the nature of the event.
17. Any person or persons violating the established rules and regulations or any law may be required to leave the facility.
18. Upon return of key and inspection of the property by city personnel the cleaning deposit will be refunded.
19. No reserving party may sublet a city facility or reserve for another party. The contact person signing the reservation contract must be present at all times while the facilities are in use, and he or she will be held responsible for damages incurred during the usage period.
20. In consideration of the right to use the facility, the applicant for himself/herself, his/her heirs, successors, representatives, & assigns, does hereby release & forever discharge & agree to hold harmless the City of Tybee Island, its officials, agents, employees & representatives from any & all claims, demands, causes of action or suits of whatsoever kind or nature as a result of injuries or damages arising directly or indirectly from the use of the facility or activities conducted therein, except for claims based on the sole or willful negligence or misconduct on the part of the City or its agents.
21. 50% Discount may apply to Non-Profit Organizations, and Guard House rate fees may be waived for Tybee Non-Profits weekday use only, who provide proof of non-profit status at the time of application as well as pending approval from the City Manager or Assistant City Manager.
22. Facilities may be reserved any time in advance of the date of the event.
23. If damage occurs and exceeds the damage deposit, the City of Tybee Island reserves the right to assess the applicant's charge account to pay for documented damages.
24. See additional rule sheet for use of Community House/Guard House.
25. When renting Public Parks, Vehicles allowed on grass ONLY for loading and unloading purposes.
26. All of Tybee Island is "Pay for Parking" which includes all facility rentals. Please contact 912-472-5101 for parking questions.
27. Any release of helium balloons and/or Chinese lanterns is prohibited on Tybee Island. It is very harmful to wildlife and is a violation of the city's littering ordinance.
28. Checks made payable to: City of Tybee Island. There is a \$32.00 returned check fee.
29. Tents larger than 10' X 10' require permitting with applicable fees.

Signature of Applicant _____ **Date** _____

(For Office Use Only)

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|--|--|
| <input type="checkbox"/> Approved by _____ | Date _____ |
| <input type="checkbox"/> Inspection: Acceptable / Not Acceptable | Key Returned: Y / N Amount to refund _____ Given to AP _____ |
| <input type="checkbox"/> Cleaning Deposit Returned by _____ | Date _____ Check # _____ |