

# **COUNTY OF LOWNDES RECREATION DEPARTMENT**

*(hereafter referred to as "LRD")*

## **Facilities Use**

### **Policy**

One of the goals of the Lowndes Recreation Department is to work in cooperation with all groups organized for civic, educational or other community purposes and outside agencies in providing quality programs and services to the people of Lowndes County. Another goal is to use to the fullest extent all existing parks, recreational sites, facilities and inventory, while minimizing waste of economic resources. With these goals in mind, the LRD has established the following procedures and policies to be used when determining the assistance the LRD might provide for civic organizations or outside agencies and which facilities and inventory the LRD might provide. **REQUESTS SUBMITTED BY INDIVIDUALS WILL NOT BE CONSIDERED.**

- A. The civic organization/agency or municipal agency hereinafter called The Organization:
1. Must be a number of persons or groups having specific responsibilities and united for a particular purpose.
  2. Must be an identifiable local group or national group with local members (churches or religious groups are not considered civic organizations).
  3. Will provide the LRD with the goals of the organizations proposed event.
  4. Will provide the LRD with a requested list of LRD inventory items.
  5. Will include the LRD name and logo on various printed materials, advertisements, and TV or radio spots pertaining to the event.
- B. *The enclosed application must be completed in its entirety and presented to the LRD Manager at least 21 days prior to the event.*
- C. The LRD Manager will make a final determination as whether to assist or not assist in the event within 7 days after receiving the "Request for Assistance" form.
- D. If the LRD agrees to assist in the event, the organization agrees to the following:
1. **The organization shall be responsible for all expenses and charges incurred should any destruction, damages or losses to LRD property or inventory occur during the event or during preparation of the event that are not the result of negligence by the LRD or its staff.**
  2. **The organization shall not suffer or commit any waste to the LRD property or inventory, or make any unlawful, improper or offensive use of the same.**
  3. **The organization shall not allow the usage or consumption of any alcoholic beverages or any illegal drugs on LRD property.**
  4. **The organization shall not make or permit to be made any permanent alterations, additions or changes to LRD property or inventory.**
  5. **All personal property shall be used at the sole risk of the organization and participants. No risk of, or damage, or loss from fire, theft, burglary or the act of God and no risk resulting of strike, riot, insurrection, rebellion, war or act of public enemy, or from any other order of requisition of governmental authority or from any cause except from the LRD's own negligence shall be borne by the LRD.**
  6. **The organization shall be responsible for providing adult supervision for any minors in or on LRD property.**
  7. **The organization shall be responsible for removing any decorations or signs displayed during the event from the LRD property.**
  8. **The organization shall be responsible for removing any trash accumulated during the event to LRD trash containers.**
  9. **The organization shall be responsible for sweeping and wet mopping the facility floor after the event.**
- E. Failure to submit the "Request for Assistance" form properly and in a timely manner may result in the said event not receiving assistance.
- F. *Requests submitted by individual citizens will not be considered.*

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**FACILITIES USE REQUEST FORM**

**Failure to fill this form out completely & in detail  
may result in the LRD declining to assist in this activity.**  
**REQUESTS SUBMITTED BY INDIVIDUALS  
WILL NOT BE CONSIDERED**

**Date of Application:**

**Civic Organization/Agency Name:**

**Event Name:**

**Date of Event:**

**Time of Event:** (start and end time of event)

**Brief Description & Goals of the Event:**

**In-kind services requested of the LRD:**

**Name & Location of LRD facility requested for use:**

**Name of LRD inventory requested for use:**

**Print Name of Person making the request:**  
**Organizational Title:**

**Contact Phone Number:**

**Signature:**

The LRD will assist as requested

will provide the requested inventory

will not assist as requested

will not provide the requested inventory

**LRD Manager's Signature:**

**Date:**

**PLEASE RETURN FORM BY FAX- 662.328.0891 or EMAIL to [rshort@lowndescountymys.com](mailto:rshort@lowndescountymys.com)**