

PUTNAM COUNTY BOARD OF COMMISSIONERS



117 Putnam Drive, Suite A ♦ Eatonton, GA 31024

General Guidelines for use of County Property

All reservations must be made at the offices of the Putnam County Board of Commissioners, 117 Putnam Drive, Suite A, Eatonton, Georgia. A fee of \$200 per event is required, with \$100 of it being refundable if approved.

Minimum age requirement for reserving county property is 21.

State issued Driver's License or Identification Card must be presented at time of reservation.

There must be adult chaperones present for individuals under age 21.

County Property may only be used during times listed on your reservation form (this includes set-up and clean-up).

The Courthouse Lawn may **not** be used between June 15th – September 15th due to the seasonal heat and efforts to improve and maintain the lawn.

County Property may **not** be used for fundraising, unless it is for a nonprofit organization or church group.

County Property may only be used twice in a calendar year by any one individual or non-governmental group.

There will be no use of the courthouse or it's grounds that interferes with the normal operations of any office inside the structure, nor will any activity take place that obstructs, hinders, or disturbs any court conducting business therein, or is not in conformity or compliance with the security plan of the courthouse as defined in O.C.G.A. §15-16-10, et seq.

Rental requester agrees, in accordance with applicable laws and county policies, that there shall be no discrimination on the basis of race, national origin, religion, creed, sex (including sexual harassment and pregnancy), sexual orientation, gender identity, age, genetic information, disability, or veteran's status as to any aspect of the activities contemplated herein.

The following is prohibited on County Property: alcohol use, fighting, firearms and explosives, weapons, illegal drugs and tobacco products, profanity, chalk (unless approved by the Sheriff and

County Manager), stickers, littering, glass containers, percussion instruments, amplified music, open flames including candles, tiki torches, and grills, pets (with the exception of service animals), any activity or equipment that may cause damage to the grounds.

No charge for admission allowed at any County Property.

Individual, group, or organization using County Property agrees to assume any and all liability for any injury or loss attributable to the use of County Property and to Hold Harmless Putnam County, its Board of Commissioners, employees and agents for the same.

Political events, both partisan and non-partisan, are permitted as long as the events are open to the general public and do not promote or endorse individual candidates.

Costs for repair of any and all damages to County Property shall be charged to the person or group who is responsible for the event.

Insurance must be maintained on vehicles used for events on County Property.

Putnam County will not be responsible for articles left on premises.

All events must end by 11:00 pm on all County Property.

County Property must be left clean.

Any applicant falsifying information will have their event cancelled and no refund will be issued.

Events may be cancelled, and/or certain activity areas may be closed due to unforeseen acts of nature or other dangerous situations. The county reserves the right to add additional conditions for all events for health, safety, and/or security reasons.

In order to cancel an event and receive a full refund for the reservation, the county manager must be notified of the cancellation at least 10 business days in advance of the event.

I have read and understand these General Guidelines for use of County Property.

Printed Name: _____

Date: _____

Signature: _____