

TERMS AND CONDITIONS

1. Applicant must have the General Use Agreement, permits, and receipt in their possession for verification at the event.
 2. Only applicants 21 years or older are issues Use Agreements and agrees to adhere to all City, County, and State laws and ordinances
 3. The Department of Parks & Recreation reserves the right to cancel or suspend any scheduled activity at a City facility when it is determined that such use is unsafe for the general public and park patrons
 4. Shelter rentals only include the use of the shelter and adjacent grills for the time indicated on agreement and not the surrounding areas and playgrounds
 5. Non-residents are charged an additional fee for rental of City parks and facilities
 6. Cancellation and refund requests must be made in writing to the Department of Parks and Recreation 10 (ten) days prior to the reservation date, after which no refunds will be allowed
 7. Once a shelter is occupied, there are no refunds due to rain or bad weather
 8. Vehicles are not permitted off paved driveways. Brookhaven Police Department will issue citations for unauthorized parking
 9. No PUBLICITY, advertising (fliers, posters) of any time may be released for use relating to the event until approval is granted for the application
 10. Fees must be paid at date indicated on invoice. Make checks or money orders payable to the City of Brookhaven; 3360 Osborne Rd. NE. Brookhaven, Georgia 30319. There will be no refunds issued for Special Permits.
 11. Inflatables and/or amplified music is permitted in the park(s) with an approved permit, payment of applicable fee, and proof of insurance. It is the responsibility of the applicants to provide a power source.
 12. Water slides (apparatus) are not permitted in Brookhaven's Parks
 13. Shelter attendance shall not exceed maximum capacity stated on the General Park Use Agreement Application. Overextending the capacity is a violation of the permit conditions
 14. Tables are made available at each pavilion; however, electricity and water is not guaranteed at any facility.
 15. NO stakes or objects longer than 6 (six) inches may be driven into the park turf
 16. Applicant shall leave the facility free of trash and debris generated by the event. All trash shall be sacked and placed along the curbside at the conclusion of the event
 17. Clean-Up includes the following: removing all litter, signs and decorations from and around pavilion including anything hung from rafters.
- Activity
Building/Pavilion
Rental
Application
City of Brookhaven
3360 Osborne Rd. NE
Brookhaven, GA 30319
Phone: 404-637-0530
parksandrec@brookhavenga.gov
18. Applicant is responsible for providing security and/or traffic control as deemed necessary by the Brookhaven Police Department at applicant expense
 19. Applicant will be billed for cost of repairs and/or replacement of any and all damaged to structures, equipment, facilities, planting, or turf beyond normal wear and tear
 20. The City of Brookhaven will not be held responsible for any loss or theft during the event; personal items should not be left in vehicles.
 21. CERTIFICIATE OF INSURANCE is required for some events. Certificate of Insurance must name City of Brookhaven as the additional insurer \$1,000,000 (ONE MILLION DOLLARS) each (OCCURANCE COMBINED SINGLE LIMIT). Applicants agree to assume the defense and indemnify and hold City of Brookhaven, its Officers, Board of Commissioners, Directors, employees, and agents free and harmless from and against any and all losses, penalties, damages, settlement cost, charges, professional fees, or other expenses or liabilities of any kind and character in connection with or arising directly or indirectly out of this Agreement
 22. No FIRES are permitted, other than in designated areas. Only fireproof or fire-retardant materials

may be used for decorations and at no time shall stop signs be covered or obstructed. Failure to adhere will jeopardize future use of City parks

23. Applicants understand that the selling of food is prohibited. Applicant may apply for a vendor permit from the Parks and Recreation Department and the DeKalb Board of Health 45 days prior to event

24. Applicants understand that failure to comply with these terms and conditions may cause revocation or termination of this permit and will jeopardize future use

25. Applicants understand that alcohol is permitted only in conjunction with a pavilion reservation and approved permit. Alcohol must be consumed in the reserved area (pavilion). State, County, and City laws on alcoholic beverages will prevail

26. ONLY OFF DUTY BROOKHAVEN POLICE OFFICERS are utilized at events held at City parks and facilities. Brookhaven's Police Department will determine the specific security personnel needed and will arrange for their presence at the applicants expense.

The Applicant shall read, understand, and agree to all provisions set forth in this Agreement.

PERMIT #3158

Authorized On: 02/15/2017 09:15 AM

NOTE: Rental

Permit Holder

Atul Deshmukh
2667 Redding Rd
Brookhaven, GA 30319

Authorized Agent

Taylor Davis
404-637-0548
parksandrec@brookhavenga.gov
<http://brookhavenga.gov/city-departments/parks-rec>

RESERVATIONS

Location	Facility	Date	Time	Hours	Fee
Blackburn Park	Adult Softball/Baseball 1	Sun, Mar 26th 2017	8:30a-11:30a	3	\$120.00
Blackburn Park	Adult Baseball/Softball 2	Sun, Mar 26th 2017	8:30a-11:30a	3	\$120.00
Blackburn Park	Adult Baseball/Softball 2	Sun, Apr 9th 2017	8:30a-11:30a	3	\$120.00
Blackburn Park	Adult Softball/Baseball 1	Sun, Apr 9th 2017	8:30a-11:30a	3	\$120.00
Blackburn Park	Adult Baseball/Softball 2	Sun, Apr 16th 2017	8:30a-11:30a	3	\$120.00
Blackburn Park	Adult Softball/Baseball 1	Sun, Apr 16th 2017	8:30a-11:30a	3	\$120.00
Blackburn Park	Adult Softball/Baseball 1	Sun, Apr 23rd 2017	8:30a-11:30a	3	\$120.00
Blackburn Park	Adult Baseball/Softball 2	Sun, Apr 23rd 2017	8:30a-11:30a	3	\$120.00
Blackburn Park	Adult Softball/Baseball 1	Fri, May 5th 2017	8:30a-11:30a	3	\$120.00
Blackburn Park	Adult Baseball/Softball 2	Fri, May 5th 2017	8:30a-11:30a	3	\$120.00
Blackburn Park	Adult Baseball/Softball 2	Sun, Jun 18th 2017	8:30a-11:30a	3	\$120.00
Blackburn Park	Adult Softball/Baseball 1	Sun, Jun 18th 2017	8:30a-11:30a	3	\$120.00
Blackburn Park	Adult Baseball/Softball 2	Sun, Jun 25th 2017	8:30a-11:30a	3	\$120.00
Blackburn Park	Adult Softball/Baseball 1	Sun, Jun 25th 2017	8:30a-11:30a	3	\$120.00

Location	Facility	Date	Time	Hours	Fee
Blackburn Park	Adult Softball/Baseball 1	Sun, Jul 9th 2017	8:30a-11:30a	3	\$120.00
Blackburn Park	Adult Baseball/Softball 2	Sun, Jul 9th 2017	8:30a-11:30a	3	\$120.00
Blackburn Park	Adult Softball/Baseball 1	Sun, Jul 16th 2017	8:30a-11:30a	3	\$120.00
Blackburn Park	Adult Baseball/Softball 2	Sun, Jul 16th 2017	8:30a-11:30a	3	\$120.00
Blackburn Park	Adult Baseball/Softball 2	Sun, Jul 23rd 2017	8:30a-11:30a	3	\$120.00
Blackburn Park	Adult Softball/Baseball 1	Sun, Jul 23rd 2017	8:30a-11:30a	3	\$120.00
Blackburn Park	Adult Baseball/Softball 2	Sun, Jul 30th 2017	8:30a-11:30a	3	\$120.00
Blackburn Park	Adult Softball/Baseball 1	Sun, Jul 30th 2017	8:30a-11:30a	3	\$120.00
Blackburn Park	Adult Softball/Baseball 1	Sun, Aug 6th 2017	8:30a-11:30a	3	\$120.00
Blackburn Park	Adult Baseball/Softball 2	Sun, Aug 6th 2017	8:30a-11:30a	3	\$120.00
Blackburn Park	Adult Softball/Baseball 1	Sun, Aug 13th 2017	8:30a-11:30a	3	\$120.00
Blackburn Park	Adult Baseball/Softball 2	Sun, Aug 13th 2017	8:30a-11:30a	3	\$120.00
Blackburn Park	Adult Baseball/Softball 2	Sun, Aug 20th 2017	8:30a-11:30a	3	\$120.00
Blackburn Park	Adult Softball/Baseball 1	Sun, Aug 20th 2017	8:30a-11:30a	3	\$120.00
TOTAL:					\$3,360.00

CHARGES

LOCATION	FACILITY	DESCRIPTION	TOTAL	PAID	BALANCE DUE
Blackburn Park	Adult Baseball/Softball 2	Mar 26, 2017 8:30 AM-11:30 AM	\$120.00	\$0.00	\$120.00
Blackburn Park	Adult Baseball/Softball 2	Apr 9, 2017 8:30 AM-11:30 AM	\$120.00	\$0.00	\$120.00
Blackburn Park	Adult Baseball/Softball 2	Apr 16, 2017 8:30 AM-11:30 AM	\$120.00	\$0.00	\$120.00
Blackburn Park	Adult Baseball/Softball 2	Apr 23, 2017 8:30 AM-11:30 AM	\$120.00	\$0.00	\$120.00
Blackburn Park	Adult Baseball/Softball 2	May 5, 2017 8:30 AM-11:30 AM	\$120.00	\$0.00	\$120.00
Blackburn Park	Adult Baseball/Softball 2	Jun 18, 2017 8:30 AM-11:30 AM	\$120.00	\$0.00	\$120.00
Blackburn Park	Adult Baseball/Softball 2	Jun 25, 2017 8:30 AM-11:30 AM	\$120.00	\$0.00	\$120.00

LOCATION	FACILITY	DESCRIPTION	TOTAL	PAID	BALANCE DUE
Blackburn Park	Adult Baseball/Softball 2	Jul 9, 2017 8:30 AM-11:30 AM	\$120.00	\$0.00	\$120.00
Blackburn Park	Adult Baseball/Softball 2	Jul 16, 2017 8:30 AM-11:30 AM	\$120.00	\$0.00	\$120.00
Blackburn Park	Adult Baseball/Softball 2	Jul 30, 2017 8:30 AM-11:30 AM	\$120.00	\$0.00	\$120.00
Blackburn Park	Adult Baseball/Softball 2	Jul 23, 2017 8:30 AM-11:30 AM	\$120.00	\$0.00	\$120.00
Blackburn Park	Adult Baseball/Softball 2	Aug 6, 2017 8:30 AM-11:30 AM	\$120.00	\$0.00	\$120.00
Blackburn Park	Adult Baseball/Softball 2	Aug 13, 2017 8:30 AM-11:30 AM	\$120.00	\$0.00	\$120.00
Blackburn Park	Adult Baseball/Softball 2	Aug 20, 2017 8:30 AM-11:30 AM	\$120.00	\$0.00	\$120.00
Blackburn Park	Adult Softball/Baseball 1	Mar 26, 2017 8:30 AM-11:30 AM	\$120.00	\$0.00	\$120.00
Blackburn Park	Adult Softball/Baseball 1	Apr 9, 2017 8:30 AM-11:30 AM	\$120.00	\$0.00	\$120.00
Blackburn Park	Adult Softball/Baseball 1	Apr 16, 2017 8:30 AM-11:30 AM	\$120.00	\$0.00	\$120.00
Blackburn Park	Adult Softball/Baseball 1	Apr 23, 2017 8:30 AM-11:30 AM	\$120.00	\$0.00	\$120.00
Blackburn Park	Adult Softball/Baseball 1	May 5, 2017 8:30 AM-11:30 AM	\$120.00	\$0.00	\$120.00
Blackburn Park	Adult Softball/Baseball 1	Jun 18, 2017 8:30 AM-11:30 AM	\$120.00	\$0.00	\$120.00
Blackburn Park	Adult Softball/Baseball 1	Jun 25, 2017 8:30 AM-11:30 AM	\$120.00	\$0.00	\$120.00
Blackburn Park	Adult Softball/Baseball 1	Jul 9, 2017 8:30 AM-11:30 AM	\$120.00	\$0.00	\$120.00
Blackburn Park	Adult Softball/Baseball 1	Jul 16, 2017 8:30 AM-11:30 AM	\$120.00	\$0.00	\$120.00
Blackburn Park	Adult Softball/Baseball 1	Jul 30, 2017 8:30 AM-11:30 AM	\$120.00	\$0.00	\$120.00
Blackburn Park	Adult Softball/Baseball 1	Jul 23, 2017 8:30 AM-11:30 AM	\$120.00	\$0.00	\$120.00
Blackburn Park	Adult Softball/Baseball 1	Aug 6, 2017 8:30 AM-11:30 AM	\$120.00	\$0.00	\$120.00
Blackburn Park	Adult Softball/Baseball 1	Aug 13, 2017 8:30 AM-11:30 AM	\$120.00	\$0.00	\$120.00
Blackburn Park	Adult Softball/Baseball 1	Aug 20, 2017 8:30 AM-11:30 AM	\$120.00	\$0.00	\$120.00
TOTAL:			\$3,360.00	\$0.00	\$3,360.00

PROMPT RESPONSES

PROMPT

RESPONSE

Blackburn Park Adult Softball/Baseball 1 Mar 26, 2017 8:30 AM-11:30 AM - Athletic Field: \$40/Hour (\$1,000,000 Max) - PERMIT #3158

TERMS AND CONDITIONS 1. Applicant must have the General Use Agreement, permits, and receipt in their possession for verification at the event. 2. Only applicants 21 years or older are issues Use Agreements and agrees to adhere to all City, County, and State laws and ordinances 3. The Department of Parks & Recreation reserves the right to cancel or suspend any scheduled activity at a City facility when it is determined that such use is unsafe for the general public and park patrons 4. Shelter rentals only include the use of the shelter and adjacent grills for the time indicated on agreement and not the surrounding areas and playgrounds 5. Non-residents are charged an additional fee for rental of City parks and facilities 6. Cancellation and refund requests must be made in writing to the Department of Parks and Recreation 10 (ten) days prior to the reservation date, after which no refunds will be allowed 7. Once a shelter is occupied, there are no refunds due to rain or bad weather 8. Vehicles are not permitted off paved driveways. Brookhaven Police Department will issue citations for unauthorized parking 9. No PUBLICITY, advertising (fliers, posters) of any time may be released for use relating to the event until approval is granted for the application 10. Fees must be paid at date indicated on invoice. Make checks or money orders payable to the City of Brookhaven; 3360 Osborne Rd. NE. Brookhaven, Georgia 30319. There will be no refunds issued for Special Permits. 11. Inflatables and/or amplified music is permitted in the park(s) with an approved permit, payment of applicable fee, and proof of insurance. It is the responsibility of the applicants to provide a power source. 12. Water slides (apparatus) are not permitted in Brookhaven's Parks 13. Shelter attendance shall not exceed maximum capacity stated on the General Park Use Agreement Application. Overextending the capacity is a violation of the permit conditions 14. Tables are made available at each pavilion; however, electricity and water is not guaranteed at any facility. 15. NO stakes or objects longer than 6 (six) inches may be driven into the park turf 16. Applicant shall leave the facility free of trash and debris generated by the event. All trash shall be sacked and placed along the curbside at the conclusion of the event 17. Clean-Up includes the following: removing all litter, signs and decorations from and around pavilion including anything hung from rafters. Activity Building/Pavilion Rental Application City of Brookhaven 3360 Osborne Rd. NE Brookhaven, GA 30319 Phone: 404-637-0530 parksandrec@brookhavenga.gov 18. Applicant is responsible for providing security and/or traffic control as deemed necessary by the Brookhaven Police Department at applicant expense 19. Applicant will be billed for cost of repairs and/or replacement of any and all damaged to structures, equipment, facilities, planting, or turf beyond normal wear and tear 20. The City of Brookhaven will not be held responsible for any loss or theft during the event; personal items should not be left in vehicles. 21. CERTIFICATE OF INSURANCE is required for some events. Certificate of Insurance must name City of Brookhaven as the additional insurer \$1,000,000 (ONE MILLION DOLLARS) each (OCCURANCE COMBINED SINGLE LIMIT). Applicants agree to assume the defense and indemnify and hold City of Brookhaven, its Officers, Board of Commissioners, Directors, employees, and agents free and harmless from and against any and all losses, penalties, damages, settlement cost, charges, professional fees, or other expenses or liabilities of any kind and character in connection with or arising directly or indirectly out of this Agreement 22. No FIRES are permitted, other than in designated areas. Only fireproof or fire-retardant materials may be used for decorations and at no time shall stop signs be covered or obstructed. Failure to adhere will jeopardize future use of City parks 23. Applicants understand that the selling of food is prohibited. Applicant may apply for a vendor permit from the Parks and Recreation Department and the DeKalb Board of Health 45 days prior to event 24. Applicants understand that failure to comply with these terms and conditions may cause revocation or termination of this permit and will jeopardize future use 25. Applicants understand that alcohol is permitted only in conjunction with a pavilion reservation and approved permit. Alcohol must be consumed in the reserved area (pavilion). State, County, and City laws on alcoholic beverages will prevail 26. ONLY OFF DUTY BROOKHAVEN POLICE OFFICERS are utilized at events held at City parks and facilities. Brookhaven's Police Department will determine the specific security personnel needed and will arrange for their presence at the applicants expense. The Applicant shall read, understand, and agree to all provisions set forth in this Agreement.

Agreed

As a permit holder it is your right and authority to occupy/use a facility during the time in which is listed on your permit and that you paid for. We advise each permit holder to have in hand their permit when occupying a facility for use. In the event a park user or group is in current use of a facility please present them the permit and information regarding your rental of the said facility. In the event the user or group refuses to vacate the facility during the time in which your permit shows please contact City of Brookhaven Parks and Recreation office to assist. (404-637-0542) In the event this occurs outside of regularly schedule business hours please contact Brookhaven Police Department to assist. (911)

Agreed

PROMPT

RESPONSE

-Refunds requested 2 or more business days prior to the activity start date will receive a full refund/credit. - 50% refunds can be issued if requested prior to the 2nd meeting of activity or program. -No refund or credit can be processed after 2nd meeting. -Credits may remain on your household account indefinitely and can be used for future program enrollments or facility rentals. -Refunds are processed through the finance department and may take 4-6 weeks to be processed.

Agreed

-All rentals must be booked and paid in full no later than two weeks in advance. -Cancellation refunds/credits must be requested (10) business days prior to the date of rental, after which no refunds or credits will be granted. -A refund/credit will be given for a program which is cancelled by the department. -BPRD reserves the right to consolidate, postpone or cancel programs due to low enrollment. Please register at least ONE WEEK before a program begins; otherwise a program may be cancelled three BUSINESS days before the start date due to low enrollment. -Staff will notify participants if a program is cancelled due to inclement weather. You may call the office for cancellation information, but no sooner than one hour before the start of the program. Not all programs are cancelled when schools are cancelled.

Agreed

Blackburn Park Adult Baseball/Softball 2 Mar 26, 2017 8:30 AM-11:30 AM - Athletic Field: \$40/Hour (\$1,000,000 Max) - PERMIT #3158

PROMPT

RESPONSE

TERMS AND CONDITIONS 1. Applicant must have the General Use Agreement, permits, and receipt in their possession for verification at the event. 2. Only applicants 21 years or older are issues Use Agreements and agrees to adhere to all City, County, and State laws and ordinances 3. The Department of Parks & Recreation reserves the right to cancel or suspend any scheduled activity at a City facility when it is determined that such use is unsafe for the general public and park patrons 4. Shelter rentals only include the use of the shelter and adjacent grills for the time indicated on agreement and not the surrounding areas and playgrounds 5. Non-residents are charged an additional fee for rental of City parks and facilities 6. Cancellation and refund requests must be made in writing to the Department of Parks and Recreation 10 (ten) days prior to the reservation date, after which no refunds will be allowed 7. Once a shelter is occupied, there are no refunds due to rain or bad weather 8. Vehicles are not permitted off paved driveways. Brookhaven Police Department will issue citations for unauthorized parking 9. No PUBLICITY, advertising (fliers, posters) of any time may be released for use relating to the event until approval is granted for the application 10. Fees must be paid at date indicated on invoice. Make checks or money orders payable to the City of Brookhaven; 3360 Osborne Rd. NE. Brookhaven, Georgia 30319. There will be no refunds issued for Special Permits. 11. Inflatables and/or amplified music is permitted in the park(s) with an approved permit, payment of applicable fee, and proof of insurance. It is the responsibility of the applicants to provide a power source. 12. Water slides (apparatus) are not permitted in Brookhaven's Parks 13. Shelter attendance shall not exceed maximum capacity stated on the General Park Use Agreement Application. Overextending the capacity is a violation of the permit conditions 14. Tables are made available at each pavilion; however, electricity and water is not guaranteed at any facility. 15. NO stakes or objects longer than 6 (six) inches may be driven into the park turf 16. Applicant shall leave the facility free of trash and debris generated by the event. All trash shall be sacked and placed along the curbside at the conclusion of the event 17. Clean-Up includes the following: removing all litter, signs and decorations from and around pavilion including anything hung from rafters. Activity Building/Pavilion Rental Application City of Brookhaven 3360 Osborne Rd. NE Brookhaven, GA 30319 Phone: 404-637-0530 parksandrec@brookhavenga.gov 18. Applicant is responsible for providing security and/or traffic control as deemed necessary by the Brookhaven Police Department at applicant expense 19. Applicant will be billed for cost of repairs and/or replacement of any and all damaged to structures, equipment, facilities, planting, or turf beyond normal wear and tear 20. The City of Brookhaven will not be held responsible for any loss or theft during the event; personal items should not be left in vehicles. 21. CERTIFICATE OF INSURANCE is required for some events. Certificate of Insurance must name City of Brookhaven as the additional insurer \$1,000,000 (ONE MILLION DOLLARS) each (OCCURANCE COMBINED SINGLE LIMIT). Applicants agree to assume the defense and indemnify and hold City of Brookhaven, its Officers, Board of Commissioners, Directors, employees, and agents free and harmless from and against any and all losses, penalties, damages, settlement cost, charges, professional fees, or other expenses or liabilities of any kind and character in connection with or arising directly or indirectly out of this Agreement 22. No FIRES are permitted, other than in designated areas. Only fireproof or fire-retardant materials may be used for decorations and at no time shall stop signs be covered or obstructed. Failure to adhere will jeopardize future use of City parks 23. Applicants understand that the selling of food is prohibited. Applicant may apply for a vendor permit from the Parks and Recreation Department and the DeKalb Board of Health 45 days prior to event 24. Applicants understand that failure to comply with these terms and conditions may cause revocation or termination of this permit and will jeopardize future use 25. Applicants understand that alcohol is permitted only in conjunction with a pavilion reservation and approved permit. Alcohol must be consumed in the reserved area (pavilion). State, County, and City laws on alcoholic beverages will prevail 26. ONLY OFF DUTY BROOKHAVEN POLICE OFFICERS are utilized at events held at City parks and facilities. Brookhaven's Police Department will determine the specific security personnel needed and will arrange for their presence at the applicants expense. The Applicant shall read, understand, and agree to all provisions set forth in this Agreement.

Agreed

As a permit holder it is your right and authority to occupy/use a facility during the time in which is listed on your permit and that you paid for. We advise each permit holder to have in hand their permit when occupying a facility for use. In the event a park user or group is in current use of a facility please present them the permit and information regarding your rental of the said facility. In the event the user or group refuses to vacate the facility during the time in which your permit shows please contact City of Brookhaven Parks and Recreation office to assist. (404-637-0542) In the event this occurs outside of regularly schedule business hours please contact Brookhaven Police Department to assist. (911)

Agreed

PROMPT

RESPONSE

-Refunds requested 2 or more business days prior to the activity start date will receive a full refund/credit. - 50% refunds can be issued if requested prior to the 2nd meeting of activity or program. -No refund or credit can be processed after 2nd meeting. -Credits may remain on your household account indefinitely and can be used for future program enrollments or facility rentals. -Refunds are processed through the finance department and may take 4-6 weeks to be processed.

Agreed

-All rentals must be booked and paid in full no later than two weeks in advance. -Cancellation refunds/credits must be requested (10) business days prior to the date of rental, after which no refunds or credits will be granted. -A refund/credit will be given for a program which is cancelled by the department. -BPRD reserves the right to consolidate, postpone or cancel programs due to low enrollment. Please register at least ONE WEEK before a program begins; otherwise a program may be cancelled three BUSINESS days before the start date due to low enrollment. -Staff will notify participants if a program is cancelled due to inclement weather. You may call the office for cancellation information, but no sooner than one hour before the start of the program. Not all programs are cancelled when schools are cancelled.

Agreed

Blackburn Park Adult Baseball/Softball 2 Apr 9, 2017 8:30 AM-11:30 AM - Athletic Field: \$40/Hour (\$1,000,000 Max) - PERMIT #3158

PROMPT

RESPONSE

TERMS AND CONDITIONS 1. Applicant must have the General Use Agreement, permits, and receipt in their possession for verification at the event. 2. Only applicants 21 years or older are issues Use Agreements and agrees to adhere to all City, County, and State laws and ordinances 3. The Department of Parks & Recreation reserves the right to cancel or suspend any scheduled activity at a City facility when it is determined that such use is unsafe for the general public and park patrons 4. Shelter rentals only include the use of the shelter and adjacent grills for the time indicated on agreement and not the surrounding areas and playgrounds 5. Non-residents are charged an additional fee for rental of City parks and facilities 6. Cancellation and refund requests must be made in writing to the Department of Parks and Recreation 10 (ten) days prior to the reservation date, after which no refunds will be allowed 7. Once a shelter is occupied, there are no refunds due to rain or bad weather 8. Vehicles are not permitted off paved driveways. Brookhaven Police Department will issue citations for unauthorized parking 9. No PUBLICITY, advertising (fliers, posters) of any time may be released for use relating to the event until approval is granted for the application 10. Fees must be paid at date indicated on invoice. Make checks or money orders payable to the City of Brookhaven; 3360 Osborne Rd. NE. Brookhaven, Georgia 30319. There will be no refunds issued for Special Permits. 11. Inflatables and/or amplified music is permitted in the park(s) with an approved permit, payment of applicable fee, and proof of insurance. It is the responsibility of the applicants to provide a power source. 12. Water slides (apparatus) are not permitted in Brookhaven's Parks 13. Shelter attendance shall not exceed maximum capacity stated on the General Park Use Agreement Application. Overextending the capacity is a violation of the permit conditions 14. Tables are made available at each pavilion; however, electricity and water is not guaranteed at any facility. 15. NO stakes or objects longer than 6 (six) inches may be driven into the park turf 16. Applicant shall leave the facility free of trash and debris generated by the event. All trash shall be sacked and placed along the curbside at the conclusion of the event 17. Clean-Up includes the following: removing all litter, signs and decorations from and around pavilion including anything hung from rafters. Activity Building/Pavilion Rental Application City of Brookhaven 3360 Osborne Rd. NE Brookhaven, GA 30319 Phone: 404-637-0530 parksandrec@brookhavenga.gov 18. Applicant is responsible for providing security and/or traffic control as deemed necessary by the Brookhaven Police Department at applicant expense 19. Applicant will be billed for cost of repairs and/or replacement of any and all damaged to structures, equipment, facilities, planting, or turf beyond normal wear and tear 20. The City of Brookhaven will not be held responsible for any loss or theft during the event; personal items should not be left in vehicles. 21. CERTIFICIATE OF INSURANCE is required for some events. Certificate of Insurance must name City of Brookhaven as the additional insurer \$1,000,000 (ONE MILLION DOLLARS) each (OCCURANCE COMBINED SINGLE LIMIT). Applicants agree to assume the defense and indemnify and hold City of Brookhaven, its Officers, Board of Commissioners, Directors, employees, and agents free and harmless from and against any and all losses, penalties, damages, settlement cost, charges, professional fees, or other expenses or liabilities of any kind and character in connection with or arising directly or indirectly out of this Agreement 22. No FIRES are permitted, other than in designated areas. Only fireproof or fire-retardant materials may be used for decorations and at no time shall stop signs be covered or obstructed. Failure to adhere will jeopardize future use of City parks 23. Applicants understand that the selling of food is prohibited. Applicant may apply for a vendor permit from the Parks and Recreation Department and the DeKalb Board of Health 45 days prior to event 24. Applicants understand that failure to comply with these terms and conditions may cause revocation or termination of this permit and will jeopardize future use 25. Applicants understand that alcohol is permitted only in conjunction with a pavilion reservation and approved permit. Alcohol must be consumed in the reserved area (pavilion). State, County, and City laws on alcoholic beverages will prevail 26. ONLY OFF DUTY BROOKHAVEN POLICE OFFICERS are utilized at events held at City parks and facilities. Brookhaven's Police Department will determine the specific security personnel needed and will arrange for their presence at the applicants expense. The Applicant shall read, understand, and agree to all provisions set forth in this Agreement.

Agreed

As a permit holder it is your right and authority to occupy/use a facility during the time in which is listed on your permit and that you paid for. We advise each permit holder to have in hand their permit when occupying a facility for use. In the event a park user or group is in current use of a facility please present them the permit and information regarding your rental of the said facility. In the event the user or group refuses to vacate the facility during the time in which your permit shows please contact City of Brookhaven Parks and Recreation office to assist. (404-637-0542) In the event this occurs outside of regularly schedule business hours please contact Brookhaven Police Department to assist. (911)

Agreed

PROMPT

RESPONSE

-Refunds requested 2 or more business days prior to the activity start date will receive a full refund/credit. - 50% refunds can be issued if requested prior to the 2nd meeting of activity or program. -No refund or credit can be processed after 2nd meeting. -Credits may remain on your household account indefinitely and can be used for future program enrollments or facility rentals. -Refunds are processed through the finance department and may take 4-6 weeks to be processed.

Agreed

-All rentals must be booked and paid in full no later than two weeks in advance. -Cancellation refunds/credits must be requested (10) business days prior to the date of rental, after which no refunds or credits will be granted. -A refund/credit will be given for a program which is cancelled by the department. -BPRD reserves the right to consolidate, postpone or cancel programs due to low enrollment. Please register at least ONE WEEK before a program begins; otherwise a program may be cancelled three BUSINESS days before the start date due to low enrollment. -Staff will notify participants if a program is cancelled due to inclement weather. You may call the office for cancellation information, but no sooner than one hour before the start of the program. Not all programs are cancelled when schools are cancelled.

Agreed

Blackburn Park Adult Softball/Baseball 1 Apr 9, 2017 8:30 AM-11:30 AM - Athletic Field: \$40/Hour (\$1,000,000 Max) - PERMIT #3158

PROMPT

RESPONSE

TERMS AND CONDITIONS 1. Applicant must have the General Use Agreement, permits, and receipt in their possession for verification at the event. 2. Only applicants 21 years or older are issues Use Agreements and agrees to adhere to all City, County, and State laws and ordinances 3. The Department of Parks & Recreation reserves the right to cancel or suspend any scheduled activity at a City facility when it is determined that such use is unsafe for the general public and park patrons 4. Shelter rentals only include the use of the shelter and adjacent grills for the time indicated on agreement and not the surrounding areas and playgrounds 5. Non-residents are charged an additional fee for rental of City parks and facilities 6. Cancellation and refund requests must be made in writing to the Department of Parks and Recreation 10 (ten) days prior to the reservation date, after which no refunds will be allowed 7. Once a shelter is occupied, there are no refunds due to rain or bad weather 8. Vehicles are not permitted off paved driveways. Brookhaven Police Department will issue citations for unauthorized parking 9. No PUBLICITY, advertising (fliers, posters) of any time may be released for use relating to the event until approval is granted for the application 10. Fees must be paid at date indicated on invoice. Make checks or money orders payable to the City of Brookhaven; 3360 Osborne Rd. NE. Brookhaven, Georgia 30319. There will be no refunds issued for Special Permits. 11. Inflatables and/or amplified music is permitted in the park(s) with an approved permit, payment of applicable fee, and proof of insurance. It is the responsibility of the applicants to provide a power source. 12. Water slides (apparatus) are not permitted in Brookhaven's Parks 13. Shelter attendance shall not exceed maximum capacity stated on the General Park Use Agreement Application. Overextending the capacity is a violation of the permit conditions 14. Tables are made available at each pavilion; however, electricity and water is not guaranteed at any facility. 15. NO stakes or objects longer than 6 (six) inches may be driven into the park turf 16. Applicant shall leave the facility free of trash and debris generated by the event. All trash shall be sacked and placed along the curbside at the conclusion of the event 17. Clean-Up includes the following: removing all litter, signs and decorations from and around pavilion including anything hung from rafters. Activity Building/Pavilion Rental Application City of Brookhaven 3360 Osborne Rd. NE Brookhaven, GA 30319 Phone: 404-637-0530 parksandrec@brookhavenga.gov 18. Applicant is responsible for providing security and/or traffic control as deemed necessary by the Brookhaven Police Department at applicant expense 19. Applicant will be billed for cost of repairs and/or replacement of any and all damaged to structures, equipment, facilities, planting, or turf beyond normal wear and tear 20. The City of Brookhaven will not be held responsible for any loss or theft during the event; personal items should not be left in vehicles. 21. CERTIFICATE OF INSURANCE is required for some events. Certificate of Insurance must name City of Brookhaven as the additional insurer \$1,000,000 (ONE MILLION DOLLARS) each (OCCURANCE COMBINED SINGLE LIMIT). Applicants agree to assume the defense and indemnify and hold City of Brookhaven, its Officers, Board of Commissioners, Directors, employees, and agents free and harmless from and against any and all losses, penalties, damages, settlement cost, charges, professional fees, or other expenses or liabilities of any kind and character in connection with or arising directly or indirectly out of this Agreement 22. No FIRES are permitted, other than in designated areas. Only fireproof or fire-retardant materials may be used for decorations and at no time shall stop signs be covered or obstructed. Failure to adhere will jeopardize future use of City parks 23. Applicants understand that the selling of food is prohibited. Applicant may apply for a vendor permit from the Parks and Recreation Department and the DeKalb Board of Health 45 days prior to event 24. Applicants understand that failure to comply with these terms and conditions may cause revocation or termination of this permit and will jeopardize future use 25. Applicants understand that alcohol is permitted only in conjunction with a pavilion reservation and approved permit. Alcohol must be consumed in the reserved area (pavilion). State, County, and City laws on alcoholic beverages will prevail 26. ONLY OFF DUTY BROOKHAVEN POLICE OFFICERS are utilized at events held at City parks and facilities. Brookhaven's Police Department will determine the specific security personnel needed and will arrange for their presence at the applicants expense. The Applicant shall read, understand, and agree to all provisions set forth in this Agreement.

Agreed

As a permit holder it is your right and authority to occupy/use a facility during the time in which is listed on your permit and that you paid for. We advise each permit holder to have in hand their permit when occupying a facility for use. In the event a park user or group is in current use of a facility please present them the permit and information regarding your rental of the said facility. In the event the user or group refuses to vacate the facility during the time in which your permit shows please contact City of Brookhaven Parks and Recreation office to assist. (404-637-0542) In the event this occurs outside of regularly schedule business hours please contact Brookhaven Police Department to assist. (911)

Agreed

PROMPT

RESPONSE

-Refunds requested 2 or more business days prior to the activity start date will receive a full refund/credit. - 50% refunds can be issued if requested prior to the 2nd meeting of activity or program. -No refund or credit can be processed after 2nd meeting. -Credits may remain on your household account indefinitely and can be used for future program enrollments or facility rentals. -Refunds are processed through the finance department and may take 4-6 weeks to be processed.

Agreed

-All rentals must be booked and paid in full no later than two weeks in advance. -Cancellation refunds/credits must be requested (10) business days prior to the date of rental, after which no refunds or credits will be granted. -A refund/credit will be given for a program which is cancelled by the department. -BPRD reserves the right to consolidate, postpone or cancel programs due to low enrollment. Please register at least ONE WEEK before a program begins; otherwise a program may be cancelled three BUSINESS days before the start date due to low enrollment. -Staff will notify participants if a program is cancelled due to inclement weather. You may call the office for cancellation information, but no sooner than one hour before the start of the program. Not all programs are cancelled when schools are cancelled.

Agreed

Blackburn Park Adult Baseball/Softball 2 Apr 16, 2017 8:30 AM-11:30 AM - Athletic Field: \$40/Hour (\$1,000,000 Max) - PERMIT #3158

PROMPT

RESPONSE

TERMS AND CONDITIONS 1. Applicant must have the General Use Agreement, permits, and receipt in their possession for verification at the event. 2. Only applicants 21 years or older are issues Use Agreements and agrees to adhere to all City, County, and State laws and ordinances 3. The Department of Parks & Recreation reserves the right to cancel or suspend any scheduled activity at a City facility when it is determined that such use is unsafe for the general public and park patrons 4. Shelter rentals only include the use of the shelter and adjacent grills for the time indicated on agreement and not the surrounding areas and playgrounds 5. Non-residents are charged an additional fee for rental of City parks and facilities 6. Cancellation and refund requests must be made in writing to the Department of Parks and Recreation 10 (ten) days prior to the reservation date, after which no refunds will be allowed 7. Once a shelter is occupied, there are no refunds due to rain or bad weather 8. Vehicles are not permitted off paved driveways. Brookhaven Police Department will issue citations for unauthorized parking 9. No PUBLICITY, advertising (fliers, posters) of any time may be released for use relating to the event until approval is granted for the application 10. Fees must be paid at date indicated on invoice. Make checks or money orders payable to the City of Brookhaven; 3360 Osborne Rd. NE. Brookhaven, Georgia 30319. There will be no refunds issued for Special Permits. 11. Inflatables and/or amplified music is permitted in the park(s) with an approved permit, payment of applicable fee, and proof of insurance. It is the responsibility of the applicants to provide a power source. 12. Water slides (apparatus) are not permitted in Brookhaven's Parks 13. Shelter attendance shall not exceed maximum capacity stated on the General Park Use Agreement Application. Overextending the capacity is a violation of the permit conditions 14. Tables are made available at each pavilion; however, electricity and water is not guaranteed at any facility. 15. NO stakes or objects longer than 6 (six) inches may be driven into the park turf 16. Applicant shall leave the facility free of trash and debris generated by the event. All trash shall be sacked and placed along the curbside at the conclusion of the event 17. Clean-Up includes the following: removing all litter, signs and decorations from and around pavilion including anything hung from rafters. Activity Building/Pavilion Rental Application City of Brookhaven 3360 Osborne Rd. NE Brookhaven, GA 30319 Phone: 404-637-0530 parksandrec@brookhavenga.gov 18. Applicant is responsible for providing security and/or traffic control as deemed necessary by the Brookhaven Police Department at applicant expense 19. Applicant will be billed for cost of repairs and/or replacement of any and all damaged to structures, equipment, facilities, planting, or turf beyond normal wear and tear 20. The City of Brookhaven will not be held responsible for any loss or theft during the event; personal items should not be left in vehicles. 21. CERTIFICIATE OF INSURANCE is required for some events. Certificate of Insurance must name City of Brookhaven as the additional insurer \$1,000,000 (ONE MILLION DOLLARS) each (OCCURANCE COMBINED SINGLE LIMIT). Applicants agree to assume the defense and indemnify and hold City of Brookhaven, its Officers, Board of Commissioners, Directors, employees, and agents free and harmless from and against any and all losses, penalties, damages, settlement cost, charges, professional fees, or other expenses or liabilities of any kind and character in connection with or arising directly or indirectly out of this Agreement 22. No FIRES are permitted, other than in designated areas. Only fireproof or fire-retardant materials may be used for decorations and at no time shall stop signs be covered or obstructed. Failure to adhere will jeopardize future use of City parks 23. Applicants understand that the selling of food is prohibited. Applicant may apply for a vendor permit from the Parks and Recreation Department and the DeKalb Board of Health 45 days prior to event 24. Applicants understand that failure to comply with these terms and conditions may cause revocation or termination of this permit and will jeopardize future use 25. Applicants understand that alcohol is permitted only in conjunction with a pavilion reservation and approved permit. Alcohol must be consumed in the reserved area (pavilion). State, County, and City laws on alcoholic beverages will prevail 26. ONLY OFF DUTY BROOKHAVEN POLICE OFFICERS are utilized at events held at City parks and facilities. Brookhaven's Police Department will determine the specific security personnel needed and will arrange for their presence at the applicants expense. The Applicant shall read, understand, and agree to all provisions set forth in this Agreement.

Agreed

As a permit holder it is your right and authority to occupy/use a facility during the time in which is listed on your permit and that you paid for. We advise each permit holder to have in hand their permit when occupying a facility for use. In the event a park user or group is in current use of a facility please present them the permit and information regarding your rental of the said facility. In the event the user or group refuses to vacate the facility during the time in which your permit shows please contact City of Brookhaven Parks and Recreation office to assist. (404-637-0542) In the event this occurs outside of regularly schedule business hours please contact Brookhaven Police Department to assist. (911)

Agreed

PROMPT

RESPONSE

-Refunds requested 2 or more business days prior to the activity start date will receive a full refund/credit. - 50% refunds can be issued if requested prior to the 2nd meeting of activity or program. -No refund or credit can be processed after 2nd meeting. -Credits may remain on your household account indefinitely and can be used for future program enrollments or facility rentals. -Refunds are processed through the finance department and may take 4-6 weeks to be processed.

Agreed

-All rentals must be booked and paid in full no later than two weeks in advance. -Cancellation refunds/credits must be requested (10) business days prior to the date of rental, after which no refunds or credits will be granted. -A refund/credit will be given for a program which is cancelled by the department. -BPRD reserves the right to consolidate, postpone or cancel programs due to low enrollment. Please register at least ONE WEEK before a program begins; otherwise a program may be cancelled three BUSINESS days before the start date due to low enrollment. -Staff will notify participants if a program is cancelled due to inclement weather. You may call the office for cancellation information, but no sooner than one hour before the start of the program. Not all programs are cancelled when schools are cancelled.

Agreed

Blackburn Park Adult Softball/Baseball 1 Apr 16, 2017 8:30 AM-11:30 AM - Athletic Field: \$40/Hour (\$1,000,000 Max) - PERMIT #3158

PROMPT

RESPONSE

TERMS AND CONDITIONS 1. Applicant must have the General Use Agreement, permits, and receipt in their possession for verification at the event. 2. Only applicants 21 years or older are issues Use Agreements and agrees to adhere to all City, County, and State laws and ordinances 3. The Department of Parks & Recreation reserves the right to cancel or suspend any scheduled activity at a City facility when it is determined that such use is unsafe for the general public and park patrons 4. Shelter rentals only include the use of the shelter and adjacent grills for the time indicated on agreement and not the surrounding areas and playgrounds 5. Non-residents are charged an additional fee for rental of City parks and facilities 6. Cancellation and refund requests must be made in writing to the Department of Parks and Recreation 10 (ten) days prior to the reservation date, after which no refunds will be allowed 7. Once a shelter is occupied, there are no refunds due to rain or bad weather 8. Vehicles are not permitted off paved driveways. Brookhaven Police Department will issue citations for unauthorized parking 9. No PUBLICITY, advertising (fliers, posters) of any time may be released for use relating to the event until approval is granted for the application 10. Fees must be paid at date indicated on invoice. Make checks or money orders payable to the City of Brookhaven; 3360 Osborne Rd. NE. Brookhaven, Georgia 30319. There will be no refunds issued for Special Permits. 11. Inflatables and/or amplified music is permitted in the park(s) with an approved permit, payment of applicable fee, and proof of insurance. It is the responsibility of the applicants to provide a power source. 12. Water slides (apparatus) are not permitted in Brookhaven's Parks 13. Shelter attendance shall not exceed maximum capacity stated on the General Park Use Agreement Application. Overextending the capacity is a violation of the permit conditions 14. Tables are made available at each pavilion; however, electricity and water is not guaranteed at any facility. 15. NO stakes or objects longer than 6 (six) inches may be driven into the park turf 16. Applicant shall leave the facility free of trash and debris generated by the event. All trash shall be sacked and placed along the curbside at the conclusion of the event 17. Clean-Up includes the following: removing all litter, signs and decorations from and around pavilion including anything hung from rafters. Activity Building/Pavilion Rental Application City of Brookhaven 3360 Osborne Rd. NE Brookhaven, GA 30319 Phone: 404-637-0530 parksandrec@brookhavenga.gov 18. Applicant is responsible for providing security and/or traffic control as deemed necessary by the Brookhaven Police Department at applicant expense 19. Applicant will be billed for cost of repairs and/or replacement of any and all damaged to structures, equipment, facilities, planting, or turf beyond normal wear and tear 20. The City of Brookhaven will not be held responsible for any loss or theft during the event; personal items should not be left in vehicles. 21. CERTIFICIATE OF INSURANCE is required for some events. Certificate of Insurance must name City of Brookhaven as the additional insurer \$1,000,000 (ONE MILLION DOLLARS) each (OCCURANCE COMBINED SINGLE LIMIT). Applicants agree to assume the defense and indemnify and hold City of Brookhaven, its Officers, Board of Commissioners, Directors, employees, and agents free and harmless from and against any and all losses, penalties, damages, settlement cost, charges, professional fees, or other expenses or liabilities of any kind and character in connection with or arising directly or indirectly out of this Agreement 22. No FIRES are permitted, other than in designated areas. Only fireproof or fire-retardant materials may be used for decorations and at no time shall stop signs be covered or obstructed. Failure to adhere will jeopardize future use of City parks 23. Applicants understand that the selling of food is prohibited. Applicant may apply for a vendor permit from the Parks and Recreation Department and the DeKalb Board of Health 45 days prior to event 24. Applicants understand that failure to comply with these terms and conditions may cause revocation or termination of this permit and will jeopardize future use 25. Applicants understand that alcohol is permitted only in conjunction with a pavilion reservation and approved permit. Alcohol must be consumed in the reserved area (pavilion). State, County, and City laws on alcoholic beverages will prevail 26. ONLY OFF DUTY BROOKHAVEN POLICE OFFICERS are utilized at events held at City parks and facilities. Brookhaven's Police Department will determine the specific security personnel needed and will arrange for their presence at the applicants expense. The Applicant shall read, understand, and agree to all provisions set forth in this Agreement.

Agreed

As a permit holder it is your right and authority to occupy/use a facility during the time in which is listed on your permit and that you paid for. We advise each permit holder to have in hand their permit when occupying a facility for use. In the event a park user or group is in current use of a facility please present them the permit and information regarding your rental of the said facility. In the event the user or group refuses to vacate the facility during the time in which your permit shows please contact City of Brookhaven Parks and Recreation office to assist. (404-637-0542) In the event this occurs outside of regularly schedule business hours please contact Brookhaven Police Department to assist. (911)

Agreed

PROMPT

RESPONSE

-Refunds requested 2 or more business days prior to the activity start date will receive a full refund/credit. - 50% refunds can be issued if requested prior to the 2nd meeting of activity or program. -No refund or credit can be processed after 2nd meeting. -Credits may remain on your household account indefinitely and can be used for future program enrollments or facility rentals. -Refunds are processed through the finance department and may take 4-6 weeks to be processed.

Agreed

-All rentals must be booked and paid in full no later than two weeks in advance. -Cancellation refunds/credits must be requested (10) business days prior to the date of rental, after which no refunds or credits will be granted. -A refund/credit will be given for a program which is cancelled by the department. -BPRD reserves the right to consolidate, postpone or cancel programs due to low enrollment. Please register at least ONE WEEK before a program begins; otherwise a program may be cancelled three BUSINESS days before the start date due to low enrollment. -Staff will notify participants if a program is cancelled due to inclement weather. You may call the office for cancellation information, but no sooner than one hour before the start of the program. Not all programs are cancelled when schools are cancelled.

Agreed

Blackburn Park Adult Softball/Baseball 1 Apr 23, 2017 8:30 AM-11:30 AM - Athletic Field: \$40/Hour (\$1,000,000 Max) - PERMIT #3158

PROMPT

RESPONSE

TERMS AND CONDITIONS 1. Applicant must have the General Use Agreement, permits, and receipt in their possession for verification at the event. 2. Only applicants 21 years or older are issues Use Agreements and agrees to adhere to all City, County, and State laws and ordinances 3. The Department of Parks & Recreation reserves the right to cancel or suspend any scheduled activity at a City facility when it is determined that such use is unsafe for the general public and park patrons 4. Shelter rentals only include the use of the shelter and adjacent grills for the time indicated on agreement and not the surrounding areas and playgrounds 5. Non-residents are charged an additional fee for rental of City parks and facilities 6. Cancellation and refund requests must be made in writing to the Department of Parks and Recreation 10 (ten) days prior to the reservation date, after which no refunds will be allowed 7. Once a shelter is occupied, there are no refunds due to rain or bad weather 8. Vehicles are not permitted off paved driveways. Brookhaven Police Department will issue citations for unauthorized parking 9. No PUBLICITY, advertising (fliers, posters) of any time may be released for use relating to the event until approval is granted for the application 10. Fees must be paid at date indicated on invoice. Make checks or money orders payable to the City of Brookhaven; 3360 Osborne Rd. NE. Brookhaven, Georgia 30319. There will be no refunds issued for Special Permits. 11. Inflatables and/or amplified music is permitted in the park(s) with an approved permit, payment of applicable fee, and proof of insurance. It is the responsibility of the applicants to provide a power source. 12. Water slides (apparatus) are not permitted in Brookhaven's Parks 13. Shelter attendance shall not exceed maximum capacity stated on the General Park Use Agreement Application. Overextending the capacity is a violation of the permit conditions 14. Tables are made available at each pavilion; however, electricity and water is not guaranteed at any facility. 15. NO stakes or objects longer than 6 (six) inches may be driven into the park turf 16. Applicant shall leave the facility free of trash and debris generated by the event. All trash shall be sacked and placed along the curbside at the conclusion of the event 17. Clean-Up includes the following: removing all litter, signs and decorations from and around pavilion including anything hung from rafters. Activity Building/Pavilion Rental Application City of Brookhaven 3360 Osborne Rd. NE Brookhaven, GA 30319 Phone: 404-637-0530 parksandrec@brookhavenga.gov 18. Applicant is responsible for providing security and/or traffic control as deemed necessary by the Brookhaven Police Department at applicant expense 19. Applicant will be billed for cost of repairs and/or replacement of any and all damaged to structures, equipment, facilities, planting, or turf beyond normal wear and tear 20. The City of Brookhaven will not be held responsible for any loss or theft during the event; personal items should not be left in vehicles. 21. CERTIFICIATE OF INSURANCE is required for some events. Certificate of Insurance must name City of Brookhaven as the additional insurer \$1,000,000 (ONE MILLION DOLLARS) each (OCCURANCE COMBINED SINGLE LIMIT). Applicants agree to assume the defense and indemnify and hold City of Brookhaven, its Officers, Board of Commissioners, Directors, employees, and agents free and harmless from and against any and all losses, penalties, damages, settlement cost, charges, professional fees, or other expenses or liabilities of any kind and character in connection with or arising directly or indirectly out of this Agreement 22. No FIRES are permitted, other than in designated areas. Only fireproof or fire-retardant materials may be used for decorations and at no time shall stop signs be covered or obstructed. Failure to adhere will jeopardize future use of City parks 23. Applicants understand that the selling of food is prohibited. Applicant may apply for a vendor permit from the Parks and Recreation Department and the DeKalb Board of Health 45 days prior to event 24. Applicants understand that failure to comply with these terms and conditions may cause revocation or termination of this permit and will jeopardize future use 25. Applicants understand that alcohol is permitted only in conjunction with a pavilion reservation and approved permit. Alcohol must be consumed in the reserved area (pavilion). State, County, and City laws on alcoholic beverages will prevail 26. ONLY OFF DUTY BROOKHAVEN POLICE OFFICERS are utilized at events held at City parks and facilities. Brookhaven's Police Department will determine the specific security personnel needed and will arrange for their presence at the applicants expense. The Applicant shall read, understand, and agree to all provisions set forth in this Agreement.

Agreed

As a permit holder it is your right and authority to occupy/use a facility during the time in which is listed on your permit and that you paid for. We advise each permit holder to have in hand their permit when occupying a facility for use. In the event a park user or group is in current use of a facility please present them the permit and information regarding your rental of the said facility. In the event the user or group refuses to vacate the facility during the time in which your permit shows please contact City of Brookhaven Parks and Recreation office to assist. (404-637-0542) In the event this occurs outside of regularly schedule business hours please contact Brookhaven Police Department to assist. (911)

Agreed

PROMPT

RESPONSE

-Refunds requested 2 or more business days prior to the activity start date will receive a full refund/credit. - 50% refunds can be issued if requested prior to the 2nd meeting of activity or program. -No refund or credit can be processed after 2nd meeting. -Credits may remain on your household account indefinitely and can be used for future program enrollments or facility rentals. -Refunds are processed through the finance department and may take 4-6 weeks to be processed.

Agreed

-All rentals must be booked and paid in full no later than two weeks in advance. -Cancellation refunds/credits must be requested (10) business days prior to the date of rental, after which no refunds or credits will be granted. -A refund/credit will be given for a program which is cancelled by the department. -BPRD reserves the right to consolidate, postpone or cancel programs due to low enrollment. Please register at least ONE WEEK before a program begins; otherwise a program may be cancelled three BUSINESS days before the start date due to low enrollment. -Staff will notify participants if a program is cancelled due to inclement weather. You may call the office for cancellation information, but no sooner than one hour before the start of the program. Not all programs are cancelled when schools are cancelled.

Agreed

Blackburn Park Adult Baseball/Softball 2 Apr 23, 2017 8:30 AM-11:30 AM - Athletic Field: \$40/Hour (\$1,000,000 Max) - PERMIT #3158

PROMPT

RESPONSE

TERMS AND CONDITIONS 1. Applicant must have the General Use Agreement, permits, and receipt in their possession for verification at the event. 2. Only applicants 21 years or older are issues Use Agreements and agrees to adhere to all City, County, and State laws and ordinances 3. The Department of Parks & Recreation reserves the right to cancel or suspend any scheduled activity at a City facility when it is determined that such use is unsafe for the general public and park patrons 4. Shelter rentals only include the use of the shelter and adjacent grills for the time indicated on agreement and not the surrounding areas and playgrounds 5. Non-residents are charged an additional fee for rental of City parks and facilities 6. Cancellation and refund requests must be made in writing to the Department of Parks and Recreation 10 (ten) days prior to the reservation date, after which no refunds will be allowed 7. Once a shelter is occupied, there are no refunds due to rain or bad weather 8. Vehicles are not permitted off paved driveways. Brookhaven Police Department will issue citations for unauthorized parking 9. No PUBLICITY, advertising (fliers, posters) of any time may be released for use relating to the event until approval is granted for the application 10. Fees must be paid at date indicated on invoice. Make checks or money orders payable to the City of Brookhaven; 3360 Osborne Rd. NE. Brookhaven, Georgia 30319. There will be no refunds issued for Special Permits. 11. Inflatables and/or amplified music is permitted in the park(s) with an approved permit, payment of applicable fee, and proof of insurance. It is the responsibility of the applicants to provide a power source. 12. Water slides (apparatus) are not permitted in Brookhaven's Parks 13. Shelter attendance shall not exceed maximum capacity stated on the General Park Use Agreement Application. Overextending the capacity is a violation of the permit conditions 14. Tables are made available at each pavilion; however, electricity and water is not guaranteed at any facility. 15. NO stakes or objects longer than 6 (six) inches may be driven into the park turf 16. Applicant shall leave the facility free of trash and debris generated by the event. All trash shall be sacked and placed along the curbside at the conclusion of the event 17. Clean-Up includes the following: removing all litter, signs and decorations from and around pavilion including anything hung from rafters. Activity Building/Pavilion Rental Application City of Brookhaven 3360 Osborne Rd. NE Brookhaven, GA 30319 Phone: 404-637-0530 parksandrec@brookhavenga.gov 18. Applicant is responsible for providing security and/or traffic control as deemed necessary by the Brookhaven Police Department at applicant expense 19. Applicant will be billed for cost of repairs and/or replacement of any and all damaged to structures, equipment, facilities, planting, or turf beyond normal wear and tear 20. The City of Brookhaven will not be held responsible for any loss or theft during the event; personal items should not be left in vehicles. 21. CERTIFICATE OF INSURANCE is required for some events. Certificate of Insurance must name City of Brookhaven as the additional insurer \$1,000,000 (ONE MILLION DOLLARS) each (OCCURANCE COMBINED SINGLE LIMIT). Applicants agree to assume the defense and indemnify and hold City of Brookhaven, its Officers, Board of Commissioners, Directors, employees, and agents free and harmless from and against any and all losses, penalties, damages, settlement cost, charges, professional fees, or other expenses or liabilities of any kind and character in connection with or arising directly or indirectly out of this Agreement 22. No FIRES are permitted, other than in designated areas. Only fireproof or fire-retardant materials may be used for decorations and at no time shall stop signs be covered or obstructed. Failure to adhere will jeopardize future use of City parks 23. Applicants understand that the selling of food is prohibited. Applicant may apply for a vendor permit from the Parks and Recreation Department and the DeKalb Board of Health 45 days prior to event 24. Applicants understand that failure to comply with these terms and conditions may cause revocation or termination of this permit and will jeopardize future use 25. Applicants understand that alcohol is permitted only in conjunction with a pavilion reservation and approved permit. Alcohol must be consumed in the reserved area (pavilion). State, County, and City laws on alcoholic beverages will prevail 26. ONLY OFF DUTY BROOKHAVEN POLICE OFFICERS are utilized at events held at City parks and facilities. Brookhaven's Police Department will determine the specific security personnel needed and will arrange for their presence at the applicants expense. The Applicant shall read, understand, and agree to all provisions set forth in this Agreement.

Agreed

As a permit holder it is your right and authority to occupy/use a facility during the time in which is listed on your permit and that you paid for. We advise each permit holder to have in hand their permit when occupying a facility for use. In the event a park user or group is in current use of a facility please present them the permit and information regarding your rental of the said facility. In the event the user or group refuses to vacate the facility during the time in which your permit shows please contact City of Brookhaven Parks and Recreation office to assist. (404-637-0542) In the event this occurs outside of regularly schedule business hours please contact Brookhaven Police Department to assist. (911)

Agreed

PROMPT

RESPONSE

-Refunds requested 2 or more business days prior to the activity start date will receive a full refund/credit. - 50% refunds can be issued if requested prior to the 2nd meeting of activity or program. -No refund or credit can be processed after 2nd meeting. -Credits may remain on your household account indefinitely and can be used for future program enrollments or facility rentals. -Refunds are processed through the finance department and may take 4-6 weeks to be processed.

Agreed

-All rentals must be booked and paid in full no later than two weeks in advance. -Cancellation refunds/credits must be requested (10) business days prior to the date of rental, after which no refunds or credits will be granted. -A refund/credit will be given for a program which is cancelled by the department. -BPRD reserves the right to consolidate, postpone or cancel programs due to low enrollment. Please register at least ONE WEEK before a program begins; otherwise a program may be cancelled three BUSINESS days before the start date due to low enrollment. -Staff will notify participants if a program is cancelled due to inclement weather. You may call the office for cancellation information, but no sooner than one hour before the start of the program. Not all programs are cancelled when schools are cancelled.

Agreed

Blackburn Park Adult Softball/Baseball 1 May 5, 2017 8:30 AM-11:30 AM - Athletic Field: \$40/Hour (\$1,000,000 Max) - PERMIT #3158

PROMPT

RESPONSE

TERMS AND CONDITIONS 1. Applicant must have the General Use Agreement, permits, and receipt in their possession for verification at the event. 2. Only applicants 21 years or older are issues Use Agreements and agrees to adhere to all City, County, and State laws and ordinances 3. The Department of Parks & Recreation reserves the right to cancel or suspend any scheduled activity at a City facility when it is determined that such use is unsafe for the general public and park patrons 4. Shelter rentals only include the use of the shelter and adjacent grills for the time indicated on agreement and not the surrounding areas and playgrounds 5. Non-residents are charged an additional fee for rental of City parks and facilities 6. Cancellation and refund requests must be made in writing to the Department of Parks and Recreation 10 (ten) days prior to the reservation date, after which no refunds will be allowed 7. Once a shelter is occupied, there are no refunds due to rain or bad weather 8. Vehicles are not permitted off paved driveways. Brookhaven Police Department will issue citations for unauthorized parking 9. No PUBLICITY, advertising (fliers, posters) of any time may be released for use relating to the event until approval is granted for the application 10. Fees must be paid at date indicated on invoice. Make checks or money orders payable to the City of Brookhaven; 3360 Osborne Rd. NE. Brookhaven, Georgia 30319. There will be no refunds issued for Special Permits. 11. Inflatables and/or amplified music is permitted in the park(s) with an approved permit, payment of applicable fee, and proof of insurance. It is the responsibility of the applicants to provide a power source. 12. Water slides (apparatus) are not permitted in Brookhaven's Parks 13. Shelter attendance shall not exceed maximum capacity stated on the General Park Use Agreement Application. Overextending the capacity is a violation of the permit conditions 14. Tables are made available at each pavilion; however, electricity and water is not guaranteed at any facility. 15. NO stakes or objects longer than 6 (six) inches may be driven into the park turf 16. Applicant shall leave the facility free of trash and debris generated by the event. All trash shall be sacked and placed along the curbside at the conclusion of the event 17. Clean-Up includes the following: removing all litter, signs and decorations from and around pavilion including anything hung from rafters. Activity Building/Pavilion Rental Application City of Brookhaven 3360 Osborne Rd. NE Brookhaven, GA 30319 Phone: 404-637-0530 parksandrec@brookhavenga.gov 18. Applicant is responsible for providing security and/or traffic control as deemed necessary by the Brookhaven Police Department at applicant expense 19. Applicant will be billed for cost of repairs and/or replacement of any and all damaged to structures, equipment, facilities, planting, or turf beyond normal wear and tear 20. The City of Brookhaven will not be held responsible for any loss or theft during the event; personal items should not be left in vehicles. 21. CERTIFICIATE OF INSURANCE is required for some events. Certificate of Insurance must name City of Brookhaven as the additional insurer \$1,000,000 (ONE MILLION DOLLARS) each (OCCURANCE COMBINED SINGLE LIMIT). Applicants agree to assume the defense and indemnify and hold City of Brookhaven, its Officers, Board of Commissioners, Directors, employees, and agents free and harmless from and against any and all losses, penalties, damages, settlement cost, charges, professional fees, or other expenses or liabilities of any kind and character in connection with or arising directly or indirectly out of this Agreement 22. No FIRES are permitted, other than in designated areas. Only fireproof or fire-retardant materials may be used for decorations and at no time shall stop signs be covered or obstructed. Failure to adhere will jeopardize future use of City parks 23. Applicants understand that the selling of food is prohibited. Applicant may apply for a vendor permit from the Parks and Recreation Department and the DeKalb Board of Health 45 days prior to event 24. Applicants understand that failure to comply with these terms and conditions may cause revocation or termination of this permit and will jeopardize future use 25. Applicants understand that alcohol is permitted only in conjunction with a pavilion reservation and approved permit. Alcohol must be consumed in the reserved area (pavilion). State, County, and City laws on alcoholic beverages will prevail 26. ONLY OFF DUTY BROOKHAVEN POLICE OFFICERS are utilized at events held at City parks and facilities. Brookhaven's Police Department will determine the specific security personnel needed and will arrange for their presence at the applicants expense. The Applicant shall read, understand, and agree to all provisions set forth in this Agreement.

Agreed

As a permit holder it is your right and authority to occupy/use a facility during the time in which is listed on your permit and that you paid for. We advise each permit holder to have in hand their permit when occupying a facility for use. In the event a park user or group is in current use of a facility please present them the permit and information regarding your rental of the said facility. In the event the user or group refuses to vacate the facility during the time in which your permit shows please contact City of Brookhaven Parks and Recreation office to assist. (404-637-0542) In the event this occurs outside of regularly schedule business hours please contact Brookhaven Police Department to assist. (911)

Agreed

PROMPT

RESPONSE

-Refunds requested 2 or more business days prior to the activity start date will receive a full refund/credit. - 50% refunds can be issued if requested prior to the 2nd meeting of activity or program. -No refund or credit can be processed after 2nd meeting. -Credits may remain on your household account indefinitely and can be used for future program enrollments or facility rentals. -Refunds are processed through the finance department and may take 4-6 weeks to be processed.

Agreed

-All rentals must be booked and paid in full no later than two weeks in advance. -Cancellation refunds/credits must be requested (10) business days prior to the date of rental, after which no refunds or credits will be granted. -A refund/credit will be given for a program which is cancelled by the department. -BPRD reserves the right to consolidate, postpone or cancel programs due to low enrollment. Please register at least ONE WEEK before a program begins; otherwise a program may be cancelled three BUSINESS days before the start date due to low enrollment. -Staff will notify participants if a program is cancelled due to inclement weather. You may call the office for cancellation information, but no sooner than one hour before the start of the program. Not all programs are cancelled when schools are cancelled.

Agreed

Blackburn Park Adult Baseball/Softball 2 May 5, 2017 8:30 AM-11:30 AM - Athletic Field: \$40/Hour (\$1,000,000 Max) - PERMIT #3158

PROMPT

RESPONSE

TERMS AND CONDITIONS 1. Applicant must have the General Use Agreement, permits, and receipt in their possession for verification at the event. 2. Only applicants 21 years or older are issues Use Agreements and agrees to adhere to all City, County, and State laws and ordinances 3. The Department of Parks & Recreation reserves the right to cancel or suspend any scheduled activity at a City facility when it is determined that such use is unsafe for the general public and park patrons 4. Shelter rentals only include the use of the shelter and adjacent grills for the time indicated on agreement and not the surrounding areas and playgrounds 5. Non-residents are charged an additional fee for rental of City parks and facilities 6. Cancellation and refund requests must be made in writing to the Department of Parks and Recreation 10 (ten) days prior to the reservation date, after which no refunds will be allowed 7. Once a shelter is occupied, there are no refunds due to rain or bad weather 8. Vehicles are not permitted off paved driveways. Brookhaven Police Department will issue citations for unauthorized parking 9. No PUBLICITY, advertising (fliers, posters) of any time may be released for use relating to the event until approval is granted for the application 10. Fees must be paid at date indicated on invoice. Make checks or money orders payable to the City of Brookhaven; 3360 Osborne Rd. NE. Brookhaven, Georgia 30319. There will be no refunds issued for Special Permits. 11. Inflatables and/or amplified music is permitted in the park(s) with an approved permit, payment of applicable fee, and proof of insurance. It is the responsibility of the applicants to provide a power source. 12. Water slides (apparatus) are not permitted in Brookhaven's Parks 13. Shelter attendance shall not exceed maximum capacity stated on the General Park Use Agreement Application. Overextending the capacity is a violation of the permit conditions 14. Tables are made available at each pavilion; however, electricity and water is not guaranteed at any facility. 15. NO stakes or objects longer than 6 (six) inches may be driven into the park turf 16. Applicant shall leave the facility free of trash and debris generated by the event. All trash shall be sacked and placed along the curbside at the conclusion of the event 17. Clean-Up includes the following: removing all litter, signs and decorations from and around pavilion including anything hung from rafters. Activity Building/Pavilion Rental Application City of Brookhaven 3360 Osborne Rd. NE Brookhaven, GA 30319 Phone: 404-637-0530 parksandrec@brookhavenga.gov 18. Applicant is responsible for providing security and/or traffic control as deemed necessary by the Brookhaven Police Department at applicant expense 19. Applicant will be billed for cost of repairs and/or replacement of any and all damaged to structures, equipment, facilities, planting, or turf beyond normal wear and tear 20. The City of Brookhaven will not be held responsible for any loss or theft during the event; personal items should not be left in vehicles. 21. CERTIFICATE OF INSURANCE is required for some events. Certificate of Insurance must name City of Brookhaven as the additional insurer \$1,000,000 (ONE MILLION DOLLARS) each (OCCURANCE COMBINED SINGLE LIMIT). Applicants agree to assume the defense and indemnify and hold City of Brookhaven, its Officers, Board of Commissioners, Directors, employees, and agents free and harmless from and against any and all losses, penalties, damages, settlement cost, charges, professional fees, or other expenses or liabilities of any kind and character in connection with or arising directly or indirectly out of this Agreement 22. No FIRES are permitted, other than in designated areas. Only fireproof or fire-retardant materials may be used for decorations and at no time shall stop signs be covered or obstructed. Failure to adhere will jeopardize future use of City parks 23. Applicants understand that the selling of food is prohibited. Applicant may apply for a vendor permit from the Parks and Recreation Department and the DeKalb Board of Health 45 days prior to event 24. Applicants understand that failure to comply with these terms and conditions may cause revocation or termination of this permit and will jeopardize future use 25. Applicants understand that alcohol is permitted only in conjunction with a pavilion reservation and approved permit. Alcohol must be consumed in the reserved area (pavilion). State, County, and City laws on alcoholic beverages will prevail 26. ONLY OFF DUTY BROOKHAVEN POLICE OFFICERS are utilized at events held at City parks and facilities. Brookhaven's Police Department will determine the specific security personnel needed and will arrange for their presence at the applicants expense. The Applicant shall read, understand, and agree to all provisions set forth in this Agreement.

Agreed

As a permit holder it is your right and authority to occupy/use a facility during the time in which is listed on your permit and that you paid for. We advise each permit holder to have in hand their permit when occupying a facility for use. In the event a park user or group is in current use of a facility please present them the permit and information regarding your rental of the said facility. In the event the user or group refuses to vacate the facility during the time in which your permit shows please contact City of Brookhaven Parks and Recreation office to assist. (404-637-0542) In the event this occurs outside of regularly schedule business hours please contact Brookhaven Police Department to assist. (911)

Agreed

PROMPT

RESPONSE

-Refunds requested 2 or more business days prior to the activity start date will receive a full refund/credit. - 50% refunds can be issued if requested prior to the 2nd meeting of activity or program. -No refund or credit can be processed after 2nd meeting. -Credits may remain on your household account indefinitely and can be used for future program enrollments or facility rentals. -Refunds are processed through the finance department and may take 4-6 weeks to be processed.

Agreed

-All rentals must be booked and paid in full no later than two weeks in advance. -Cancellation refunds/credits must be requested (10) business days prior to the date of rental, after which no refunds or credits will be granted. -A refund/credit will be given for a program which is cancelled by the department. -BPRD reserves the right to consolidate, postpone or cancel programs due to low enrollment. Please register at least ONE WEEK before a program begins; otherwise a program may be cancelled three BUSINESS days before the start date due to low enrollment. -Staff will notify participants if a program is cancelled due to inclement weather. You may call the office for cancellation information, but no sooner than one hour before the start of the program. Not all programs are cancelled when schools are cancelled.

Agreed

Blackburn Park Adult Baseball/Softball 2 Jun 18, 2017 8:30 AM-11:30 AM - Athletic Field: \$40/Hour (\$1,000,000 Max) - PERMIT #3158

PROMPT

RESPONSE

TERMS AND CONDITIONS 1. Applicant must have the General Use Agreement, permits, and receipt in their possession for verification at the event. 2. Only applicants 21 years or older are issues Use Agreements and agrees to adhere to all City, County, and State laws and ordinances 3. The Department of Parks & Recreation reserves the right to cancel or suspend any scheduled activity at a City facility when it is determined that such use is unsafe for the general public and park patrons 4. Shelter rentals only include the use of the shelter and adjacent grills for the time indicated on agreement and not the surrounding areas and playgrounds 5. Non-residents are charged an additional fee for rental of City parks and facilities 6. Cancellation and refund requests must be made in writing to the Department of Parks and Recreation 10 (ten) days prior to the reservation date, after which no refunds will be allowed 7. Once a shelter is occupied, there are no refunds due to rain or bad weather 8. Vehicles are not permitted off paved driveways. Brookhaven Police Department will issue citations for unauthorized parking 9. No PUBLICITY, advertising (fliers, posters) of any time may be released for use relating to the event until approval is granted for the application 10. Fees must be paid at date indicated on invoice. Make checks or money orders payable to the City of Brookhaven; 3360 Osborne Rd. NE. Brookhaven, Georgia 30319. There will be no refunds issued for Special Permits. 11. Inflatables and/or amplified music is permitted in the park(s) with an approved permit, payment of applicable fee, and proof of insurance. It is the responsibility of the applicants to provide a power source. 12. Water slides (apparatus) are not permitted in Brookhaven's Parks 13. Shelter attendance shall not exceed maximum capacity stated on the General Park Use Agreement Application. Overextending the capacity is a violation of the permit conditions 14. Tables are made available at each pavilion; however, electricity and water is not guaranteed at any facility. 15. NO stakes or objects longer than 6 (six) inches may be driven into the park turf 16. Applicant shall leave the facility free of trash and debris generated by the event. All trash shall be sacked and placed along the curbside at the conclusion of the event 17. Clean-Up includes the following: removing all litter, signs and decorations from and around pavilion including anything hung from rafters. Activity Building/Pavilion Rental Application City of Brookhaven 3360 Osborne Rd. NE Brookhaven, GA 30319 Phone: 404-637-0530 parksandrec@brookhavenga.gov 18. Applicant is responsible for providing security and/or traffic control as deemed necessary by the Brookhaven Police Department at applicant expense 19. Applicant will be billed for cost of repairs and/or replacement of any and all damaged to structures, equipment, facilities, planting, or turf beyond normal wear and tear 20. The City of Brookhaven will not be held responsible for any loss or theft during the event; personal items should not be left in vehicles. 21. CERTIFICIATE OF INSURANCE is required for some events. Certificate of Insurance must name City of Brookhaven as the additional insurer \$1,000,000 (ONE MILLION DOLLARS) each (OCCURANCE COMBINED SINGLE LIMIT). Applicants agree to assume the defense and indemnify and hold City of Brookhaven, its Officers, Board of Commissioners, Directors, employees, and agents free and harmless from and against any and all losses, penalties, damages, settlement cost, charges, professional fees, or other expenses or liabilities of any kind and character in connection with or arising directly or indirectly out of this Agreement 22. No FIRES are permitted, other than in designated areas. Only fireproof or fire-retardant materials may be used for decorations and at no time shall stop signs be covered or obstructed. Failure to adhere will jeopardize future use of City parks 23. Applicants understand that the selling of food is prohibited. Applicant may apply for a vendor permit from the Parks and Recreation Department and the DeKalb Board of Health 45 days prior to event 24. Applicants understand that failure to comply with these terms and conditions may cause revocation or termination of this permit and will jeopardize future use 25. Applicants understand that alcohol is permitted only in conjunction with a pavilion reservation and approved permit. Alcohol must be consumed in the reserved area (pavilion). State, County, and City laws on alcoholic beverages will prevail 26. ONLY OFF DUTY BROOKHAVEN POLICE OFFICERS are utilized at events held at City parks and facilities. Brookhaven's Police Department will determine the specific security personnel needed and will arrange for their presence at the applicants expense. The Applicant shall read, understand, and agree to all provisions set forth in this Agreement.

Agreed

As a permit holder it is your right and authority to occupy/use a facility during the time in which is listed on your permit and that you paid for. We advise each permit holder to have in hand their permit when occupying a facility for use. In the event a park user or group is in current use of a facility please present them the permit and information regarding your rental of the said facility. In the event the user or group refuses to vacate the facility during the time in which your permit shows please contact City of Brookhaven Parks and Recreation office to assist. (404-637-0542) In the event this occurs outside of regularly schedule business hours please contact Brookhaven Police Department to assist. (911)

Agreed

PROMPT

RESPONSE

-Refunds requested 2 or more business days prior to the activity start date will receive a full refund/credit. - 50% refunds can be issued if requested prior to the 2nd meeting of activity or program. -No refund or credit can be processed after 2nd meeting. -Credits may remain on your household account indefinitely and can be used for future program enrollments or facility rentals. -Refunds are processed through the finance department and may take 4-6 weeks to be processed.

Agreed

-All rentals must be booked and paid in full no later than two weeks in advance. -Cancellation refunds/credits must be requested (10) business days prior to the date of rental, after which no refunds or credits will be granted. -A refund/credit will be given for a program which is cancelled by the department. -BPRD reserves the right to consolidate, postpone or cancel programs due to low enrollment. Please register at least ONE WEEK before a program begins; otherwise a program may be cancelled three BUSINESS days before the start date due to low enrollment. -Staff will notify participants if a program is cancelled due to inclement weather. You may call the office for cancellation information, but no sooner than one hour before the start of the program. Not all programs are cancelled when schools are cancelled.

Agreed

Blackburn Park Adult Softball/Baseball 1 Jun 18, 2017 8:30 AM-11:30 AM - Athletic Field: \$40/Hour (\$1,000,000 Max) - PERMIT #3158

PROMPT

RESPONSE

TERMS AND CONDITIONS 1. Applicant must have the General Use Agreement, permits, and receipt in their possession for verification at the event. 2. Only applicants 21 years or older are issues Use Agreements and agrees to adhere to all City, County, and State laws and ordinances 3. The Department of Parks & Recreation reserves the right to cancel or suspend any scheduled activity at a City facility when it is determined that such use is unsafe for the general public and park patrons 4. Shelter rentals only include the use of the shelter and adjacent grills for the time indicated on agreement and not the surrounding areas and playgrounds 5. Non-residents are charged an additional fee for rental of City parks and facilities 6. Cancellation and refund requests must be made in writing to the Department of Parks and Recreation 10 (ten) days prior to the reservation date, after which no refunds will be allowed 7. Once a shelter is occupied, there are no refunds due to rain or bad weather 8. Vehicles are not permitted off paved driveways. Brookhaven Police Department will issue citations for unauthorized parking 9. No PUBLICITY, advertising (fliers, posters) of any time may be released for use relating to the event until approval is granted for the application 10. Fees must be paid at date indicated on invoice. Make checks or money orders payable to the City of Brookhaven; 3360 Osborne Rd. NE. Brookhaven, Georgia 30319. There will be no refunds issued for Special Permits. 11. Inflatables and/or amplified music is permitted in the park(s) with an approved permit, payment of applicable fee, and proof of insurance. It is the responsibility of the applicants to provide a power source. 12. Water slides (apparatus) are not permitted in Brookhaven's Parks 13. Shelter attendance shall not exceed maximum capacity stated on the General Park Use Agreement Application. Overextending the capacity is a violation of the permit conditions 14. Tables are made available at each pavilion; however, electricity and water is not guaranteed at any facility. 15. NO stakes or objects longer than 6 (six) inches may be driven into the park turf 16. Applicant shall leave the facility free of trash and debris generated by the event. All trash shall be sacked and placed along the curbside at the conclusion of the event 17. Clean-Up includes the following: removing all litter, signs and decorations from and around pavilion including anything hung from rafters. Activity Building/Pavilion Rental Application City of Brookhaven 3360 Osborne Rd. NE Brookhaven, GA 30319 Phone: 404-637-0530 parksandrec@brookhavenga.gov 18. Applicant is responsible for providing security and/or traffic control as deemed necessary by the Brookhaven Police Department at applicant expense 19. Applicant will be billed for cost of repairs and/or replacement of any and all damaged to structures, equipment, facilities, planting, or turf beyond normal wear and tear 20. The City of Brookhaven will not be held responsible for any loss or theft during the event; personal items should not be left in vehicles. 21. CERTIFICATE OF INSURANCE is required for some events. Certificate of Insurance must name City of Brookhaven as the additional insurer \$1,000,000 (ONE MILLION DOLLARS) each (OCCURANCE COMBINED SINGLE LIMIT). Applicants agree to assume the defense and indemnify and hold City of Brookhaven, its Officers, Board of Commissioners, Directors, employees, and agents free and harmless from and against any and all losses, penalties, damages, settlement cost, charges, professional fees, or other expenses or liabilities of any kind and character in connection with or arising directly or indirectly out of this Agreement 22. No FIRES are permitted, other than in designated areas. Only fireproof or fire-retardant materials may be used for decorations and at no time shall stop signs be covered or obstructed. Failure to adhere will jeopardize future use of City parks 23. Applicants understand that the selling of food is prohibited. Applicant may apply for a vendor permit from the Parks and Recreation Department and the DeKalb Board of Health 45 days prior to event 24. Applicants understand that failure to comply with these terms and conditions may cause revocation or termination of this permit and will jeopardize future use 25. Applicants understand that alcohol is permitted only in conjunction with a pavilion reservation and approved permit. Alcohol must be consumed in the reserved area (pavilion). State, County, and City laws on alcoholic beverages will prevail 26. ONLY OFF DUTY BROOKHAVEN POLICE OFFICERS are utilized at events held at City parks and facilities. Brookhaven's Police Department will determine the specific security personnel needed and will arrange for their presence at the applicants expense. The Applicant shall read, understand, and agree to all provisions set forth in this Agreement.

Agreed

As a permit holder it is your right and authority to occupy/use a facility during the time in which is listed on your permit and that you paid for. We advise each permit holder to have in hand their permit when occupying a facility for use. In the event a park user or group is in current use of a facility please present them the permit and information regarding your rental of the said facility. In the event the user or group refuses to vacate the facility during the time in which your permit shows please contact City of Brookhaven Parks and Recreation office to assist. (404-637-0542) In the event this occurs outside of regularly schedule business hours please contact Brookhaven Police Department to assist. (911)

Agreed

PROMPT

RESPONSE

-Refunds requested 2 or more business days prior to the activity start date will receive a full refund/credit. - 50% refunds can be issued if requested prior to the 2nd meeting of activity or program. -No refund or credit can be processed after 2nd meeting. -Credits may remain on your household account indefinitely and can be used for future program enrollments or facility rentals. -Refunds are processed through the finance department and may take 4-6 weeks to be processed.

Agreed

-All rentals must be booked and paid in full no later than two weeks in advance. -Cancellation refunds/credits must be requested (10) business days prior to the date of rental, after which no refunds or credits will be granted. -A refund/credit will be given for a program which is cancelled by the department. -BPRD reserves the right to consolidate, postpone or cancel programs due to low enrollment. Please register at least ONE WEEK before a program begins; otherwise a program may be cancelled three BUSINESS days before the start date due to low enrollment. -Staff will notify participants if a program is cancelled due to inclement weather. You may call the office for cancellation information, but no sooner than one hour before the start of the program. Not all programs are cancelled when schools are cancelled.

Agreed

Blackburn Park Adult Baseball/Softball 2 Jun 25, 2017 8:30 AM-11:30 AM - Athletic Field: \$40/Hour (\$1,000,000 Max) - PERMIT #3158

PROMPT

RESPONSE

TERMS AND CONDITIONS 1. Applicant must have the General Use Agreement, permits, and receipt in their possession for verification at the event. 2. Only applicants 21 years or older are issues Use Agreements and agrees to adhere to all City, County, and State laws and ordinances 3. The Department of Parks & Recreation reserves the right to cancel or suspend any scheduled activity at a City facility when it is determined that such use is unsafe for the general public and park patrons 4. Shelter rentals only include the use of the shelter and adjacent grills for the time indicated on agreement and not the surrounding areas and playgrounds 5. Non-residents are charged an additional fee for rental of City parks and facilities 6. Cancellation and refund requests must be made in writing to the Department of Parks and Recreation 10 (ten) days prior to the reservation date, after which no refunds will be allowed 7. Once a shelter is occupied, there are no refunds due to rain or bad weather 8. Vehicles are not permitted off paved driveways. Brookhaven Police Department will issue citations for unauthorized parking 9. No PUBLICITY, advertising (fliers, posters) of any time may be released for use relating to the event until approval is granted for the application 10. Fees must be paid at date indicated on invoice. Make checks or money orders payable to the City of Brookhaven; 3360 Osborne Rd. NE. Brookhaven, Georgia 30319. There will be no refunds issued for Special Permits. 11. Inflatables and/or amplified music is permitted in the park(s) with an approved permit, payment of applicable fee, and proof of insurance. It is the responsibility of the applicants to provide a power source. 12. Water slides (apparatus) are not permitted in Brookhaven's Parks 13. Shelter attendance shall not exceed maximum capacity stated on the General Park Use Agreement Application. Overextending the capacity is a violation of the permit conditions 14. Tables are made available at each pavilion; however, electricity and water is not guaranteed at any facility. 15. NO stakes or objects longer than 6 (six) inches may be driven into the park turf 16. Applicant shall leave the facility free of trash and debris generated by the event. All trash shall be sacked and placed along the curbside at the conclusion of the event 17. Clean-Up includes the following: removing all litter, signs and decorations from and around pavilion including anything hung from rafters. Activity Building/Pavilion Rental Application City of Brookhaven 3360 Osborne Rd. NE Brookhaven, GA 30319 Phone: 404-637-0530 parksandrec@brookhavenga.gov 18. Applicant is responsible for providing security and/or traffic control as deemed necessary by the Brookhaven Police Department at applicant expense 19. Applicant will be billed for cost of repairs and/or replacement of any and all damaged to structures, equipment, facilities, planting, or turf beyond normal wear and tear 20. The City of Brookhaven will not be held responsible for any loss or theft during the event; personal items should not be left in vehicles. 21. CERTIFICIATE OF INSURANCE is required for some events. Certificate of Insurance must name City of Brookhaven as the additional insurer \$1,000,000 (ONE MILLION DOLLARS) each (OCCURANCE COMBINED SINGLE LIMIT). Applicants agree to assume the defense and indemnify and hold City of Brookhaven, its Officers, Board of Commissioners, Directors, employees, and agents free and harmless from and against any and all losses, penalties, damages, settlement cost, charges, professional fees, or other expenses or liabilities of any kind and character in connection with or arising directly or indirectly out of this Agreement 22. No FIRES are permitted, other than in designated areas. Only fireproof or fire-retardant materials may be used for decorations and at no time shall stop signs be covered or obstructed. Failure to adhere will jeopardize future use of City parks 23. Applicants understand that the selling of food is prohibited. Applicant may apply for a vendor permit from the Parks and Recreation Department and the DeKalb Board of Health 45 days prior to event 24. Applicants understand that failure to comply with these terms and conditions may cause revocation or termination of this permit and will jeopardize future use 25. Applicants understand that alcohol is permitted only in conjunction with a pavilion reservation and approved permit. Alcohol must be consumed in the reserved area (pavilion). State, County, and City laws on alcoholic beverages will prevail 26. ONLY OFF DUTY BROOKHAVEN POLICE OFFICERS are utilized at events held at City parks and facilities. Brookhaven's Police Department will determine the specific security personnel needed and will arrange for their presence at the applicants expense. The Applicant shall read, understand, and agree to all provisions set forth in this Agreement.

Agreed

As a permit holder it is your right and authority to occupy/use a facility during the time in which is listed on your permit and that you paid for. We advise each permit holder to have in hand their permit when occupying a facility for use. In the event a park user or group is in current use of a facility please present them the permit and information regarding your rental of the said facility. In the event the user or group refuses to vacate the facility during the time in which your permit shows please contact City of Brookhaven Parks and Recreation office to assist. (404-637-0542) In the event this occurs outside of regularly schedule business hours please contact Brookhaven Police Department to assist. (911)

Agreed

PROMPT

RESPONSE

-Refunds requested 2 or more business days prior to the activity start date will receive a full refund/credit. - 50% refunds can be issued if requested prior to the 2nd meeting of activity or program. -No refund or credit can be processed after 2nd meeting. -Credits may remain on your household account indefinitely and can be used for future program enrollments or facility rentals. -Refunds are processed through the finance department and may take 4-6 weeks to be processed.

Agreed

-All rentals must be booked and paid in full no later than two weeks in advance. -Cancellation refunds/credits must be requested (10) business days prior to the date of rental, after which no refunds or credits will be granted. -A refund/credit will be given for a program which is cancelled by the department. -BPRD reserves the right to consolidate, postpone or cancel programs due to low enrollment. Please register at least ONE WEEK before a program begins; otherwise a program may be cancelled three BUSINESS days before the start date due to low enrollment. -Staff will notify participants if a program is cancelled due to inclement weather. You may call the office for cancellation information, but no sooner than one hour before the start of the program. Not all programs are cancelled when schools are cancelled.

Agreed

Blackburn Park Adult Softball/Baseball 1 Jun 25, 2017 8:30 AM-11:30 AM - Athletic Field: \$40/Hour (\$1,000,000 Max) - PERMIT #3158

PROMPT

RESPONSE

TERMS AND CONDITIONS 1. Applicant must have the General Use Agreement, permits, and receipt in their possession for verification at the event. 2. Only applicants 21 years or older are issues Use Agreements and agrees to adhere to all City, County, and State laws and ordinances 3. The Department of Parks & Recreation reserves the right to cancel or suspend any scheduled activity at a City facility when it is determined that such use is unsafe for the general public and park patrons 4. Shelter rentals only include the use of the shelter and adjacent grills for the time indicated on agreement and not the surrounding areas and playgrounds 5. Non-residents are charged an additional fee for rental of City parks and facilities 6. Cancellation and refund requests must be made in writing to the Department of Parks and Recreation 10 (ten) days prior to the reservation date, after which no refunds will be allowed 7. Once a shelter is occupied, there are no refunds due to rain or bad weather 8. Vehicles are not permitted off paved driveways. Brookhaven Police Department will issue citations for unauthorized parking 9. No PUBLICITY, advertising (fliers, posters) of any time may be released for use relating to the event until approval is granted for the application 10. Fees must be paid at date indicated on invoice. Make checks or money orders payable to the City of Brookhaven; 3360 Osborne Rd. NE. Brookhaven, Georgia 30319. There will be no refunds issued for Special Permits. 11. Inflatables and/or amplified music is permitted in the park(s) with an approved permit, payment of applicable fee, and proof of insurance. It is the responsibility of the applicants to provide a power source. 12. Water slides (apparatus) are not permitted in Brookhaven's Parks 13. Shelter attendance shall not exceed maximum capacity stated on the General Park Use Agreement Application. Overextending the capacity is a violation of the permit conditions 14. Tables are made available at each pavilion; however, electricity and water is not guaranteed at any facility. 15. NO stakes or objects longer than 6 (six) inches may be driven into the park turf 16. Applicant shall leave the facility free of trash and debris generated by the event. All trash shall be sacked and placed along the curbside at the conclusion of the event 17. Clean-Up includes the following: removing all litter, signs and decorations from and around pavilion including anything hung from rafters. Activity Building/Pavilion Rental Application City of Brookhaven 3360 Osborne Rd. NE Brookhaven, GA 30319 Phone: 404-637-0530 parksandrec@brookhavenga.gov 18. Applicant is responsible for providing security and/or traffic control as deemed necessary by the Brookhaven Police Department at applicant expense 19. Applicant will be billed for cost of repairs and/or replacement of any and all damaged to structures, equipment, facilities, planting, or turf beyond normal wear and tear 20. The City of Brookhaven will not be held responsible for any loss or theft during the event; personal items should not be left in vehicles. 21. CERTIFICATE OF INSURANCE is required for some events. Certificate of Insurance must name City of Brookhaven as the additional insurer \$1,000,000 (ONE MILLION DOLLARS) each (OCCURANCE COMBINED SINGLE LIMIT). Applicants agree to assume the defense and indemnify and hold City of Brookhaven, its Officers, Board of Commissioners, Directors, employees, and agents free and harmless from and against any and all losses, penalties, damages, settlement cost, charges, professional fees, or other expenses or liabilities of any kind and character in connection with or arising directly or indirectly out of this Agreement 22. No FIRES are permitted, other than in designated areas. Only fireproof or fire-retardant materials may be used for decorations and at no time shall stop signs be covered or obstructed. Failure to adhere will jeopardize future use of City parks 23. Applicants understand that the selling of food is prohibited. Applicant may apply for a vendor permit from the Parks and Recreation Department and the DeKalb Board of Health 45 days prior to event 24. Applicants understand that failure to comply with these terms and conditions may cause revocation or termination of this permit and will jeopardize future use 25. Applicants understand that alcohol is permitted only in conjunction with a pavilion reservation and approved permit. Alcohol must be consumed in the reserved area (pavilion). State, County, and City laws on alcoholic beverages will prevail 26. ONLY OFF DUTY BROOKHAVEN POLICE OFFICERS are utilized at events held at City parks and facilities. Brookhaven's Police Department will determine the specific security personnel needed and will arrange for their presence at the applicants expense. The Applicant shall read, understand, and agree to all provisions set forth in this Agreement.

Agreed

As a permit holder it is your right and authority to occupy/use a facility during the time in which is listed on your permit and that you paid for. We advise each permit holder to have in hand their permit when occupying a facility for use. In the event a park user or group is in current use of a facility please present them the permit and information regarding your rental of the said facility. In the event the user or group refuses to vacate the facility during the time in which your permit shows please contact City of Brookhaven Parks and Recreation office to assist. (404-637-0542) In the event this occurs outside of regularly schedule business hours please contact Brookhaven Police Department to assist. (911)

Agreed

PROMPT

RESPONSE

-Refunds requested 2 or more business days prior to the activity start date will receive a full refund/credit. - 50% refunds can be issued if requested prior to the 2nd meeting of activity or program. -No refund or credit can be processed after 2nd meeting. -Credits may remain on your household account indefinitely and can be used for future program enrollments or facility rentals. -Refunds are processed through the finance department and may take 4-6 weeks to be processed.

Agreed

-All rentals must be booked and paid in full no later than two weeks in advance. -Cancellation refunds/credits must be requested (10) business days prior to the date of rental, after which no refunds or credits will be granted. -A refund/credit will be given for a program which is cancelled by the department. -BPRD reserves the right to consolidate, postpone or cancel programs due to low enrollment. Please register at least ONE WEEK before a program begins; otherwise a program may be cancelled three BUSINESS days before the start date due to low enrollment. -Staff will notify participants if a program is cancelled due to inclement weather. You may call the office for cancellation information, but no sooner than one hour before the start of the program. Not all programs are cancelled when schools are cancelled.

Agreed

Blackburn Park Adult Softball/Baseball 1 Jul 9, 2017 8:30 AM-11:30 AM - Athletic Field: \$40/Hour (\$1,000,000 Max) - PERMIT #3158

PROMPT

RESPONSE

TERMS AND CONDITIONS 1. Applicant must have the General Use Agreement, permits, and receipt in their possession for verification at the event. 2. Only applicants 21 years or older are issues Use Agreements and agrees to adhere to all City, County, and State laws and ordinances 3. The Department of Parks & Recreation reserves the right to cancel or suspend any scheduled activity at a City facility when it is determined that such use is unsafe for the general public and park patrons 4. Shelter rentals only include the use of the shelter and adjacent grills for the time indicated on agreement and not the surrounding areas and playgrounds 5. Non-residents are charged an additional fee for rental of City parks and facilities 6. Cancellation and refund requests must be made in writing to the Department of Parks and Recreation 10 (ten) days prior to the reservation date, after which no refunds will be allowed 7. Once a shelter is occupied, there are no refunds due to rain or bad weather 8. Vehicles are not permitted off paved driveways. Brookhaven Police Department will issue citations for unauthorized parking 9. No PUBLICITY, advertising (fliers, posters) of any time may be released for use relating to the event until approval is granted for the application 10. Fees must be paid at date indicated on invoice. Make checks or money orders payable to the City of Brookhaven; 3360 Osborne Rd. NE. Brookhaven, Georgia 30319. There will be no refunds issued for Special Permits. 11. Inflatables and/or amplified music is permitted in the park(s) with an approved permit, payment of applicable fee, and proof of insurance. It is the responsibility of the applicants to provide a power source. 12. Water slides (apparatus) are not permitted in Brookhaven's Parks 13. Shelter attendance shall not exceed maximum capacity stated on the General Park Use Agreement Application. Overextending the capacity is a violation of the permit conditions 14. Tables are made available at each pavilion; however, electricity and water is not guaranteed at any facility. 15. NO stakes or objects longer than 6 (six) inches may be driven into the park turf 16. Applicant shall leave the facility free of trash and debris generated by the event. All trash shall be sacked and placed along the curbside at the conclusion of the event 17. Clean-Up includes the following: removing all litter, signs and decorations from and around pavilion including anything hung from rafters. Activity Building/Pavilion Rental Application City of Brookhaven 3360 Osborne Rd. NE Brookhaven, GA 30319 Phone: 404-637-0530 parksandrec@brookhavenga.gov 18. Applicant is responsible for providing security and/or traffic control as deemed necessary by the Brookhaven Police Department at applicant expense 19. Applicant will be billed for cost of repairs and/or replacement of any and all damaged to structures, equipment, facilities, planting, or turf beyond normal wear and tear 20. The City of Brookhaven will not be held responsible for any loss or theft during the event; personal items should not be left in vehicles. 21. CERTIFICIATE OF INSURANCE is required for some events. Certificate of Insurance must name City of Brookhaven as the additional insurer \$1,000,000 (ONE MILLION DOLLARS) each (OCCURANCE COMBINED SINGLE LIMIT). Applicants agree to assume the defense and indemnify and hold City of Brookhaven, its Officers, Board of Commissioners, Directors, employees, and agents free and harmless from and against any and all losses, penalties, damages, settlement cost, charges, professional fees, or other expenses or liabilities of any kind and character in connection with or arising directly or indirectly out of this Agreement 22. No FIRES are permitted, other than in designated areas. Only fireproof or fire-retardant materials may be used for decorations and at no time shall stop signs be covered or obstructed. Failure to adhere will jeopardize future use of City parks 23. Applicants understand that the selling of food is prohibited. Applicant may apply for a vendor permit from the Parks and Recreation Department and the DeKalb Board of Health 45 days prior to event 24. Applicants understand that failure to comply with these terms and conditions may cause revocation or termination of this permit and will jeopardize future use 25. Applicants understand that alcohol is permitted only in conjunction with a pavilion reservation and approved permit. Alcohol must be consumed in the reserved area (pavilion). State, County, and City laws on alcoholic beverages will prevail 26. ONLY OFF DUTY BROOKHAVEN POLICE OFFICERS are utilized at events held at City parks and facilities. Brookhaven's Police Department will determine the specific security personnel needed and will arrange for their presence at the applicants expense. The Applicant shall read, understand, and agree to all provisions set forth in this Agreement.

Agreed

As a permit holder it is your right and authority to occupy/use a facility during the time in which is listed on your permit and that you paid for. We advise each permit holder to have in hand their permit when occupying a facility for use. In the event a park user or group is in current use of a facility please present them the permit and information regarding your rental of the said facility. In the event the user or group refuses to vacate the facility during the time in which your permit shows please contact City of Brookhaven Parks and Recreation office to assist. (404-637-0542) In the event this occurs outside of regularly schedule business hours please contact Brookhaven Police Department to assist. (911)

Agreed

PROMPT

RESPONSE

-Refunds requested 2 or more business days prior to the activity start date will receive a full refund/credit. - 50% refunds can be issued if requested prior to the 2nd meeting of activity or program. -No refund or credit can be processed after 2nd meeting. -Credits may remain on your household account indefinitely and can be used for future program enrollments or facility rentals. -Refunds are processed through the finance department and may take 4-6 weeks to be processed.

Agreed

-All rentals must be booked and paid in full no later than two weeks in advance. -Cancellation refunds/credits must be requested (10) business days prior to the date of rental, after which no refunds or credits will be granted. -A refund/credit will be given for a program which is cancelled by the department. -BPRD reserves the right to consolidate, postpone or cancel programs due to low enrollment. Please register at least ONE WEEK before a program begins; otherwise a program may be cancelled three BUSINESS days before the start date due to low enrollment. -Staff will notify participants if a program is cancelled due to inclement weather. You may call the office for cancellation information, but no sooner than one hour before the start of the program. Not all programs are cancelled when schools are cancelled.

Agreed

Blackburn Park Adult Baseball/Softball 2 Jul 9, 2017 8:30 AM-11:30 AM - Athletic Field: \$40/Hour (\$1,000,000 Max) - PERMIT #3158

PROMPT

RESPONSE

TERMS AND CONDITIONS 1. Applicant must have the General Use Agreement, permits, and receipt in their possession for verification at the event. 2. Only applicants 21 years or older are issues Use Agreements and agrees to adhere to all City, County, and State laws and ordinances 3. The Department of Parks & Recreation reserves the right to cancel or suspend any scheduled activity at a City facility when it is determined that such use is unsafe for the general public and park patrons 4. Shelter rentals only include the use of the shelter and adjacent grills for the time indicated on agreement and not the surrounding areas and playgrounds 5. Non-residents are charged an additional fee for rental of City parks and facilities 6. Cancellation and refund requests must be made in writing to the Department of Parks and Recreation 10 (ten) days prior to the reservation date, after which no refunds will be allowed 7. Once a shelter is occupied, there are no refunds due to rain or bad weather 8. Vehicles are not permitted off paved driveways. Brookhaven Police Department will issue citations for unauthorized parking 9. No PUBLICITY, advertising (fliers, posters) of any time may be released for use relating to the event until approval is granted for the application 10. Fees must be paid at date indicated on invoice. Make checks or money orders payable to the City of Brookhaven; 3360 Osborne Rd. NE. Brookhaven, Georgia 30319. There will be no refunds issued for Special Permits. 11. Inflatables and/or amplified music is permitted in the park(s) with an approved permit, payment of applicable fee, and proof of insurance. It is the responsibility of the applicants to provide a power source. 12. Water slides (apparatus) are not permitted in Brookhaven's Parks 13. Shelter attendance shall not exceed maximum capacity stated on the General Park Use Agreement Application. Overextending the capacity is a violation of the permit conditions 14. Tables are made available at each pavilion; however, electricity and water is not guaranteed at any facility. 15. NO stakes or objects longer than 6 (six) inches may be driven into the park turf 16. Applicant shall leave the facility free of trash and debris generated by the event. All trash shall be sacked and placed along the curbside at the conclusion of the event 17. Clean-Up includes the following: removing all litter, signs and decorations from and around pavilion including anything hung from rafters. Activity Building/Pavilion Rental Application City of Brookhaven 3360 Osborne Rd. NE Brookhaven, GA 30319 Phone: 404-637-0530 parksandrec@brookhavenga.gov 18. Applicant is responsible for providing security and/or traffic control as deemed necessary by the Brookhaven Police Department at applicant expense 19. Applicant will be billed for cost of repairs and/or replacement of any and all damaged to structures, equipment, facilities, planting, or turf beyond normal wear and tear 20. The City of Brookhaven will not be held responsible for any loss or theft during the event; personal items should not be left in vehicles. 21. CERTIFICATE OF INSURANCE is required for some events. Certificate of Insurance must name City of Brookhaven as the additional insurer \$1,000,000 (ONE MILLION DOLLARS) each (OCCURANCE COMBINED SINGLE LIMIT). Applicants agree to assume the defense and indemnify and hold City of Brookhaven, its Officers, Board of Commissioners, Directors, employees, and agents free and harmless from and against any and all losses, penalties, damages, settlement cost, charges, professional fees, or other expenses or liabilities of any kind and character in connection with or arising directly or indirectly out of this Agreement 22. No FIRES are permitted, other than in designated areas. Only fireproof or fire-retardant materials may be used for decorations and at no time shall stop signs be covered or obstructed. Failure to adhere will jeopardize future use of City parks 23. Applicants understand that the selling of food is prohibited. Applicant may apply for a vendor permit from the Parks and Recreation Department and the DeKalb Board of Health 45 days prior to event 24. Applicants understand that failure to comply with these terms and conditions may cause revocation or termination of this permit and will jeopardize future use 25. Applicants understand that alcohol is permitted only in conjunction with a pavilion reservation and approved permit. Alcohol must be consumed in the reserved area (pavilion). State, County, and City laws on alcoholic beverages will prevail 26. ONLY OFF DUTY BROOKHAVEN POLICE OFFICERS are utilized at events held at City parks and facilities. Brookhaven's Police Department will determine the specific security personnel needed and will arrange for their presence at the applicants expense. The Applicant shall read, understand, and agree to all provisions set forth in this Agreement.

Agreed

As a permit holder it is your right and authority to occupy/use a facility during the time in which is listed on your permit and that you paid for. We advise each permit holder to have in hand their permit when occupying a facility for use. In the event a park user or group is in current use of a facility please present them the permit and information regarding your rental of the said facility. In the event the user or group refuses to vacate the facility during the time in which your permit shows please contact City of Brookhaven Parks and Recreation office to assist. (404-637-0542) In the event this occurs outside of regularly schedule business hours please contact Brookhaven Police Department to assist. (911)

Agreed

PROMPT

RESPONSE

-Refunds requested 2 or more business days prior to the activity start date will receive a full refund/credit. - 50% refunds can be issued if requested prior to the 2nd meeting of activity or program. -No refund or credit can be processed after 2nd meeting. -Credits may remain on your household account indefinitely and can be used for future program enrollments or facility rentals. -Refunds are processed through the finance department and may take 4-6 weeks to be processed.

Agreed

-All rentals must be booked and paid in full no later than two weeks in advance. -Cancellation refunds/credits must be requested (10) business days prior to the date of rental, after which no refunds or credits will be granted. -A refund/credit will be given for a program which is cancelled by the department. -BPRD reserves the right to consolidate, postpone or cancel programs due to low enrollment. Please register at least ONE WEEK before a program begins; otherwise a program may be cancelled three BUSINESS days before the start date due to low enrollment. -Staff will notify participants if a program is cancelled due to inclement weather. You may call the office for cancellation information, but no sooner than one hour before the start of the program. Not all programs are cancelled when schools are cancelled.

Agreed

Blackburn Park Adult Softball/Baseball 1 Jul 16, 2017 8:30 AM-11:30 AM - Athletic Field: \$40/Hour (\$1,000,000 Max) - PERMIT #3158

PROMPT

RESPONSE

TERMS AND CONDITIONS 1. Applicant must have the General Use Agreement, permits, and receipt in their possession for verification at the event. 2. Only applicants 21 years or older are issues Use Agreements and agrees to adhere to all City, County, and State laws and ordinances 3. The Department of Parks & Recreation reserves the right to cancel or suspend any scheduled activity at a City facility when it is determined that such use is unsafe for the general public and park patrons 4. Shelter rentals only include the use of the shelter and adjacent grills for the time indicated on agreement and not the surrounding areas and playgrounds 5. Non-residents are charged an additional fee for rental of City parks and facilities 6. Cancellation and refund requests must be made in writing to the Department of Parks and Recreation 10 (ten) days prior to the reservation date, after which no refunds will be allowed 7. Once a shelter is occupied, there are no refunds due to rain or bad weather 8. Vehicles are not permitted off paved driveways. Brookhaven Police Department will issue citations for unauthorized parking 9. No PUBLICITY, advertising (fliers, posters) of any time may be released for use relating to the event until approval is granted for the application 10. Fees must be paid at date indicated on invoice. Make checks or money orders payable to the City of Brookhaven; 3360 Osborne Rd. NE. Brookhaven, Georgia 30319. There will be no refunds issued for Special Permits. 11. Inflatables and/or amplified music is permitted in the park(s) with an approved permit, payment of applicable fee, and proof of insurance. It is the responsibility of the applicants to provide a power source. 12. Water slides (apparatus) are not permitted in Brookhaven's Parks 13. Shelter attendance shall not exceed maximum capacity stated on the General Park Use Agreement Application. Overextending the capacity is a violation of the permit conditions 14. Tables are made available at each pavilion; however, electricity and water is not guaranteed at any facility. 15. NO stakes or objects longer than 6 (six) inches may be driven into the park turf 16. Applicant shall leave the facility free of trash and debris generated by the event. All trash shall be sacked and placed along the curbside at the conclusion of the event 17. Clean-Up includes the following: removing all litter, signs and decorations from and around pavilion including anything hung from rafters. Activity Building/Pavilion Rental Application City of Brookhaven 3360 Osborne Rd. NE Brookhaven, GA 30319 Phone: 404-637-0530 parksandrec@brookhavenga.gov 18. Applicant is responsible for providing security and/or traffic control as deemed necessary by the Brookhaven Police Department at applicant expense 19. Applicant will be billed for cost of repairs and/or replacement of any and all damaged to structures, equipment, facilities, planting, or turf beyond normal wear and tear 20. The City of Brookhaven will not be held responsible for any loss or theft during the event; personal items should not be left in vehicles. 21. CERTIFICIATE OF INSURANCE is required for some events. Certificate of Insurance must name City of Brookhaven as the additional insurer \$1,000,000 (ONE MILLION DOLLARS) each (OCCURANCE COMBINED SINGLE LIMIT). Applicants agree to assume the defense and indemnify and hold City of Brookhaven, its Officers, Board of Commissioners, Directors, employees, and agents free and harmless from and against any and all losses, penalties, damages, settlement cost, charges, professional fees, or other expenses or liabilities of any kind and character in connection with or arising directly or indirectly out of this Agreement 22. No FIRES are permitted, other than in designated areas. Only fireproof or fire-retardant materials may be used for decorations and at no time shall stop signs be covered or obstructed. Failure to adhere will jeopardize future use of City parks 23. Applicants understand that the selling of food is prohibited. Applicant may apply for a vendor permit from the Parks and Recreation Department and the DeKalb Board of Health 45 days prior to event 24. Applicants understand that failure to comply with these terms and conditions may cause revocation or termination of this permit and will jeopardize future use 25. Applicants understand that alcohol is permitted only in conjunction with a pavilion reservation and approved permit. Alcohol must be consumed in the reserved area (pavilion). State, County, and City laws on alcoholic beverages will prevail 26. ONLY OFF DUTY BROOKHAVEN POLICE OFFICERS are utilized at events held at City parks and facilities. Brookhaven's Police Department will determine the specific security personnel needed and will arrange for their presence at the applicants expense. The Applicant shall read, understand, and agree to all provisions set forth in this Agreement.

Agreed

As a permit holder it is your right and authority to occupy/use a facility during the time in which is listed on your permit and that you paid for. We advise each permit holder to have in hand their permit when occupying a facility for use. In the event a park user or group is in current use of a facility please present them the permit and information regarding your rental of the said facility. In the event the user or group refuses to vacate the facility during the time in which your permit shows please contact City of Brookhaven Parks and Recreation office to assist. (404-637-0542) In the event this occurs outside of regularly schedule business hours please contact Brookhaven Police Department to assist. (911)

Agreed

PROMPT

RESPONSE

-Refunds requested 2 or more business days prior to the activity start date will receive a full refund/credit. - 50% refunds can be issued if requested prior to the 2nd meeting of activity or program. -No refund or credit can be processed after 2nd meeting. -Credits may remain on your household account indefinitely and can be used for future program enrollments or facility rentals. -Refunds are processed through the finance department and may take 4-6 weeks to be processed.

Agreed

-All rentals must be booked and paid in full no later than two weeks in advance. -Cancellation refunds/credits must be requested (10) business days prior to the date of rental, after which no refunds or credits will be granted. -A refund/credit will be given for a program which is cancelled by the department. -BPRD reserves the right to consolidate, postpone or cancel programs due to low enrollment. Please register at least ONE WEEK before a program begins; otherwise a program may be cancelled three BUSINESS days before the start date due to low enrollment. -Staff will notify participants if a program is cancelled due to inclement weather. You may call the office for cancellation information, but no sooner than one hour before the start of the program. Not all programs are cancelled when schools are cancelled.

Agreed

Blackburn Park Adult Baseball/Softball 2 Jul 16, 2017 8:30 AM-11:30 AM - Athletic Field: \$40/Hour (\$1,000,000 Max) - PERMIT #3158

PROMPT

RESPONSE

TERMS AND CONDITIONS 1. Applicant must have the General Use Agreement, permits, and receipt in their possession for verification at the event. 2. Only applicants 21 years or older are issues Use Agreements and agrees to adhere to all City, County, and State laws and ordinances 3. The Department of Parks & Recreation reserves the right to cancel or suspend any scheduled activity at a City facility when it is determined that such use is unsafe for the general public and park patrons 4. Shelter rentals only include the use of the shelter and adjacent grills for the time indicated on agreement and not the surrounding areas and playgrounds 5. Non-residents are charged an additional fee for rental of City parks and facilities 6. Cancellation and refund requests must be made in writing to the Department of Parks and Recreation 10 (ten) days prior to the reservation date, after which no refunds will be allowed 7. Once a shelter is occupied, there are no refunds due to rain or bad weather 8. Vehicles are not permitted off paved driveways. Brookhaven Police Department will issue citations for unauthorized parking 9. No PUBLICITY, advertising (fliers, posters) of any time may be released for use relating to the event until approval is granted for the application 10. Fees must be paid at date indicated on invoice. Make checks or money orders payable to the City of Brookhaven; 3360 Osborne Rd. NE. Brookhaven, Georgia 30319. There will be no refunds issued for Special Permits. 11. Inflatables and/or amplified music is permitted in the park(s) with an approved permit, payment of applicable fee, and proof of insurance. It is the responsibility of the applicants to provide a power source. 12. Water slides (apparatus) are not permitted in Brookhaven's Parks 13. Shelter attendance shall not exceed maximum capacity stated on the General Park Use Agreement Application. Overextending the capacity is a violation of the permit conditions 14. Tables are made available at each pavilion; however, electricity and water is not guaranteed at any facility. 15. NO stakes or objects longer than 6 (six) inches may be driven into the park turf 16. Applicant shall leave the facility free of trash and debris generated by the event. All trash shall be sacked and placed along the curbside at the conclusion of the event 17. Clean-Up includes the following: removing all litter, signs and decorations from and around pavilion including anything hung from rafters. Activity Building/Pavilion Rental Application City of Brookhaven 3360 Osborne Rd. NE Brookhaven, GA 30319 Phone: 404-637-0530 parksandrec@brookhavenga.gov 18. Applicant is responsible for providing security and/or traffic control as deemed necessary by the Brookhaven Police Department at applicant expense 19. Applicant will be billed for cost of repairs and/or replacement of any and all damaged to structures, equipment, facilities, planting, or turf beyond normal wear and tear 20. The City of Brookhaven will not be held responsible for any loss or theft during the event; personal items should not be left in vehicles. 21. CERTIFICIATE OF INSURANCE is required for some events. Certificate of Insurance must name City of Brookhaven as the additional insurer \$1,000,000 (ONE MILLION DOLLARS) each (OCCURANCE COMBINED SINGLE LIMIT). Applicants agree to assume the defense and indemnify and hold City of Brookhaven, its Officers, Board of Commissioners, Directors, employees, and agents free and harmless from and against any and all losses, penalties, damages, settlement cost, charges, professional fees, or other expenses or liabilities of any kind and character in connection with or arising directly or indirectly out of this Agreement 22. No FIRES are permitted, other than in designated areas. Only fireproof or fire-retardant materials may be used for decorations and at no time shall stop signs be covered or obstructed. Failure to adhere will jeopardize future use of City parks 23. Applicants understand that the selling of food is prohibited. Applicant may apply for a vendor permit from the Parks and Recreation Department and the DeKalb Board of Health 45 days prior to event 24. Applicants understand that failure to comply with these terms and conditions may cause revocation or termination of this permit and will jeopardize future use 25. Applicants understand that alcohol is permitted only in conjunction with a pavilion reservation and approved permit. Alcohol must be consumed in the reserved area (pavilion). State, County, and City laws on alcoholic beverages will prevail 26. ONLY OFF DUTY BROOKHAVEN POLICE OFFICERS are utilized at events held at City parks and facilities. Brookhaven's Police Department will determine the specific security personnel needed and will arrange for their presence at the applicants expense. The Applicant shall read, understand, and agree to all provisions set forth in this Agreement.

Agreed

As a permit holder it is your right and authority to occupy/use a facility during the time in which is listed on your permit and that you paid for. We advise each permit holder to have in hand their permit when occupying a facility for use. In the event a park user or group is in current use of a facility please present them the permit and information regarding your rental of the said facility. In the event the user or group refuses to vacate the facility during the time in which your permit shows please contact City of Brookhaven Parks and Recreation office to assist. (404-637-0542) In the event this occurs outside of regularly schedule business hours please contact Brookhaven Police Department to assist. (911)

Agreed

PROMPT

RESPONSE

-Refunds requested 2 or more business days prior to the activity start date will receive a full refund/credit. - 50% refunds can be issued if requested prior to the 2nd meeting of activity or program. -No refund or credit can be processed after 2nd meeting. -Credits may remain on your household account indefinitely and can be used for future program enrollments or facility rentals. -Refunds are processed through the finance department and may take 4-6 weeks to be processed.

Agreed

-All rentals must be booked and paid in full no later than two weeks in advance. -Cancellation refunds/credits must be requested (10) business days prior to the date of rental, after which no refunds or credits will be granted. -A refund/credit will be given for a program which is cancelled by the department. -BPRD reserves the right to consolidate, postpone or cancel programs due to low enrollment. Please register at least ONE WEEK before a program begins; otherwise a program may be cancelled three BUSINESS days before the start date due to low enrollment. -Staff will notify participants if a program is cancelled due to inclement weather. You may call the office for cancellation information, but no sooner than one hour before the start of the program. Not all programs are cancelled when schools are cancelled.

Agreed

Blackburn Park Adult Baseball/Softball 2 Jul 23, 2017 8:30 AM-11:30 AM - Athletic Field: \$40/Hour (\$1,000,000 Max) - PERMIT #3158

PROMPT

RESPONSE

TERMS AND CONDITIONS 1. Applicant must have the General Use Agreement, permits, and receipt in their possession for verification at the event. 2. Only applicants 21 years or older are issues Use Agreements and agrees to adhere to all City, County, and State laws and ordinances 3. The Department of Parks & Recreation reserves the right to cancel or suspend any scheduled activity at a City facility when it is determined that such use is unsafe for the general public and park patrons 4. Shelter rentals only include the use of the shelter and adjacent grills for the time indicated on agreement and not the surrounding areas and playgrounds 5. Non-residents are charged an additional fee for rental of City parks and facilities 6. Cancellation and refund requests must be made in writing to the Department of Parks and Recreation 10 (ten) days prior to the reservation date, after which no refunds will be allowed 7. Once a shelter is occupied, there are no refunds due to rain or bad weather 8. Vehicles are not permitted off paved driveways. Brookhaven Police Department will issue citations for unauthorized parking 9. No PUBLICITY, advertising (fliers, posters) of any time may be released for use relating to the event until approval is granted for the application 10. Fees must be paid at date indicated on invoice. Make checks or money orders payable to the City of Brookhaven; 3360 Osborne Rd. NE. Brookhaven, Georgia 30319. There will be no refunds issued for Special Permits. 11. Inflatables and/or amplified music is permitted in the park(s) with an approved permit, payment of applicable fee, and proof of insurance. It is the responsibility of the applicants to provide a power source. 12. Water slides (apparatus) are not permitted in Brookhaven's Parks 13. Shelter attendance shall not exceed maximum capacity stated on the General Park Use Agreement Application. Overextending the capacity is a violation of the permit conditions 14. Tables are made available at each pavilion; however, electricity and water is not guaranteed at any facility. 15. NO stakes or objects longer than 6 (six) inches may be driven into the park turf 16. Applicant shall leave the facility free of trash and debris generated by the event. All trash shall be sacked and placed along the curbside at the conclusion of the event 17. Clean-Up includes the following: removing all litter, signs and decorations from and around pavilion including anything hung from rafters. Activity Building/Pavilion Rental Application City of Brookhaven 3360 Osborne Rd. NE Brookhaven, GA 30319 Phone: 404-637-0530 parksandrec@brookhavenga.gov 18. Applicant is responsible for providing security and/or traffic control as deemed necessary by the Brookhaven Police Department at applicant expense 19. Applicant will be billed for cost of repairs and/or replacement of any and all damaged to structures, equipment, facilities, planting, or turf beyond normal wear and tear 20. The City of Brookhaven will not be held responsible for any loss or theft during the event; personal items should not be left in vehicles. 21. CERTIFICIATE OF INSURANCE is required for some events. Certificate of Insurance must name City of Brookhaven as the additional insurer \$1,000,000 (ONE MILLION DOLLARS) each (OCCURANCE COMBINED SINGLE LIMIT). Applicants agree to assume the defense and indemnify and hold City of Brookhaven, its Officers, Board of Commissioners, Directors, employees, and agents free and harmless from and against any and all losses, penalties, damages, settlement cost, charges, professional fees, or other expenses or liabilities of any kind and character in connection with or arising directly or indirectly out of this Agreement 22. No FIRES are permitted, other than in designated areas. Only fireproof or fire-retardant materials may be used for decorations and at no time shall stop signs be covered or obstructed. Failure to adhere will jeopardize future use of City parks 23. Applicants understand that the selling of food is prohibited. Applicant may apply for a vendor permit from the Parks and Recreation Department and the DeKalb Board of Health 45 days prior to event 24. Applicants understand that failure to comply with these terms and conditions may cause revocation or termination of this permit and will jeopardize future use 25. Applicants understand that alcohol is permitted only in conjunction with a pavilion reservation and approved permit. Alcohol must be consumed in the reserved area (pavilion). State, County, and City laws on alcoholic beverages will prevail 26. ONLY OFF DUTY BROOKHAVEN POLICE OFFICERS are utilized at events held at City parks and facilities. Brookhaven's Police Department will determine the specific security personnel needed and will arrange for their presence at the applicants expense. The Applicant shall read, understand, and agree to all provisions set forth in this Agreement.

Agreed

As a permit holder it is your right and authority to occupy/use a facility during the time in which is listed on your permit and that you paid for. We advise each permit holder to have in hand their permit when occupying a facility for use. In the event a park user or group is in current use of a facility please present them the permit and information regarding your rental of the said facility. In the event the user or group refuses to vacate the facility during the time in which your permit shows please contact City of Brookhaven Parks and Recreation office to assist. (404-637-0542) In the event this occurs outside of regularly schedule business hours please contact Brookhaven Police Department to assist. (911)

Agreed

PROMPT

RESPONSE

-Refunds requested 2 or more business days prior to the activity start date will receive a full refund/credit. - 50% refunds can be issued if requested prior to the 2nd meeting of activity or program. -No refund or credit can be processed after 2nd meeting. -Credits may remain on your household account indefinitely and can be used for future program enrollments or facility rentals. -Refunds are processed through the finance department and may take 4-6 weeks to be processed.

Agreed

-All rentals must be booked and paid in full no later than two weeks in advance. -Cancellation refunds/credits must be requested (10) business days prior to the date of rental, after which no refunds or credits will be granted. -A refund/credit will be given for a program which is cancelled by the department. -BPRD reserves the right to consolidate, postpone or cancel programs due to low enrollment. Please register at least ONE WEEK before a program begins; otherwise a program may be cancelled three BUSINESS days before the start date due to low enrollment. -Staff will notify participants if a program is cancelled due to inclement weather. You may call the office for cancellation information, but no sooner than one hour before the start of the program. Not all programs are cancelled when schools are cancelled.

Agreed

Blackburn Park Adult Softball/Baseball 1 Jul 23, 2017 8:30 AM-11:30 AM - Athletic Field: \$40/Hour (\$1,000,000 Max) - PERMIT #3158

PROMPT

RESPONSE

TERMS AND CONDITIONS 1. Applicant must have the General Use Agreement, permits, and receipt in their possession for verification at the event. 2. Only applicants 21 years or older are issues Use Agreements and agrees to adhere to all City, County, and State laws and ordinances 3. The Department of Parks & Recreation reserves the right to cancel or suspend any scheduled activity at a City facility when it is determined that such use is unsafe for the general public and park patrons 4. Shelter rentals only include the use of the shelter and adjacent grills for the time indicated on agreement and not the surrounding areas and playgrounds 5. Non-residents are charged an additional fee for rental of City parks and facilities 6. Cancellation and refund requests must be made in writing to the Department of Parks and Recreation 10 (ten) days prior to the reservation date, after which no refunds will be allowed 7. Once a shelter is occupied, there are no refunds due to rain or bad weather 8. Vehicles are not permitted off paved driveways. Brookhaven Police Department will issue citations for unauthorized parking 9. No PUBLICITY, advertising (fliers, posters) of any time may be released for use relating to the event until approval is granted for the application 10. Fees must be paid at date indicated on invoice. Make checks or money orders payable to the City of Brookhaven; 3360 Osborne Rd. NE. Brookhaven, Georgia 30319. There will be no refunds issued for Special Permits. 11. Inflatables and/or amplified music is permitted in the park(s) with an approved permit, payment of applicable fee, and proof of insurance. It is the responsibility of the applicants to provide a power source. 12. Water slides (apparatus) are not permitted in Brookhaven's Parks 13. Shelter attendance shall not exceed maximum capacity stated on the General Park Use Agreement Application. Overextending the capacity is a violation of the permit conditions 14. Tables are made available at each pavilion; however, electricity and water is not guaranteed at any facility. 15. NO stakes or objects longer than 6 (six) inches may be driven into the park turf 16. Applicant shall leave the facility free of trash and debris generated by the event. All trash shall be sacked and placed along the curbside at the conclusion of the event 17. Clean-Up includes the following: removing all litter, signs and decorations from and around pavilion including anything hung from rafters. Activity Building/Pavilion Rental Application City of Brookhaven 3360 Osborne Rd. NE Brookhaven, GA 30319 Phone: 404-637-0530 parksandrec@brookhavenga.gov 18. Applicant is responsible for providing security and/or traffic control as deemed necessary by the Brookhaven Police Department at applicant expense 19. Applicant will be billed for cost of repairs and/or replacement of any and all damaged to structures, equipment, facilities, planting, or turf beyond normal wear and tear 20. The City of Brookhaven will not be held responsible for any loss or theft during the event; personal items should not be left in vehicles. 21. CERTIFICIATE OF INSURANCE is required for some events. Certificate of Insurance must name City of Brookhaven as the additional insurer \$1,000,000 (ONE MILLION DOLLARS) each (OCCURANCE COMBINED SINGLE LIMIT). Applicants agree to assume the defense and indemnify and hold City of Brookhaven, its Officers, Board of Commissioners, Directors, employees, and agents free and harmless from and against any and all losses, penalties, damages, settlement cost, charges, professional fees, or other expenses or liabilities of any kind and character in connection with or arising directly or indirectly out of this Agreement 22. No FIRES are permitted, other than in designated areas. Only fireproof or fire-retardant materials may be used for decorations and at no time shall stop signs be covered or obstructed. Failure to adhere will jeopardize future use of City parks 23. Applicants understand that the selling of food is prohibited. Applicant may apply for a vendor permit from the Parks and Recreation Department and the DeKalb Board of Health 45 days prior to event 24. Applicants understand that failure to comply with these terms and conditions may cause revocation or termination of this permit and will jeopardize future use 25. Applicants understand that alcohol is permitted only in conjunction with a pavilion reservation and approved permit. Alcohol must be consumed in the reserved area (pavilion). State, County, and City laws on alcoholic beverages will prevail 26. ONLY OFF DUTY BROOKHAVEN POLICE OFFICERS are utilized at events held at City parks and facilities. Brookhaven's Police Department will determine the specific security personnel needed and will arrange for their presence at the applicants expense. The Applicant shall read, understand, and agree to all provisions set forth in this Agreement.

Agreed

As a permit holder it is your right and authority to occupy/use a facility during the time in which is listed on your permit and that you paid for. We advise each permit holder to have in hand their permit when occupying a facility for use. In the event a park user or group is in current use of a facility please present them the permit and information regarding your rental of the said facility. In the event the user or group refuses to vacate the facility during the time in which your permit shows please contact City of Brookhaven Parks and Recreation office to assist. (404-637-0542) In the event this occurs outside of regularly schedule business hours please contact Brookhaven Police Department to assist. (911)

Agreed

PROMPT

RESPONSE

-Refunds requested 2 or more business days prior to the activity start date will receive a full refund/credit. - 50% refunds can be issued if requested prior to the 2nd meeting of activity or program. -No refund or credit can be processed after 2nd meeting. -Credits may remain on your household account indefinitely and can be used for future program enrollments or facility rentals. -Refunds are processed through the finance department and may take 4-6 weeks to be processed.

Agreed

-All rentals must be booked and paid in full no later than two weeks in advance. -Cancellation refunds/credits must be requested (10) business days prior to the date of rental, after which no refunds or credits will be granted. -A refund/credit will be given for a program which is cancelled by the department. -BPRD reserves the right to consolidate, postpone or cancel programs due to low enrollment. Please register at least ONE WEEK before a program begins; otherwise a program may be cancelled three BUSINESS days before the start date due to low enrollment. -Staff will notify participants if a program is cancelled due to inclement weather. You may call the office for cancellation information, but no sooner than one hour before the start of the program. Not all programs are cancelled when schools are cancelled.

Agreed

Blackburn Park Adult Baseball/Softball 2 Jul 30, 2017 8:30 AM-11:30 AM - Athletic Field: \$40/Hour (\$1,000,000 Max) - PERMIT #3158

PROMPT

RESPONSE

TERMS AND CONDITIONS 1. Applicant must have the General Use Agreement, permits, and receipt in their possession for verification at the event. 2. Only applicants 21 years or older are issues Use Agreements and agrees to adhere to all City, County, and State laws and ordinances 3. The Department of Parks & Recreation reserves the right to cancel or suspend any scheduled activity at a City facility when it is determined that such use is unsafe for the general public and park patrons 4. Shelter rentals only include the use of the shelter and adjacent grills for the time indicated on agreement and not the surrounding areas and playgrounds 5. Non-residents are charged an additional fee for rental of City parks and facilities 6. Cancellation and refund requests must be made in writing to the Department of Parks and Recreation 10 (ten) days prior to the reservation date, after which no refunds will be allowed 7. Once a shelter is occupied, there are no refunds due to rain or bad weather 8. Vehicles are not permitted off paved driveways. Brookhaven Police Department will issue citations for unauthorized parking 9. No PUBLICITY, advertising (fliers, posters) of any time may be released for use relating to the event until approval is granted for the application 10. Fees must be paid at date indicated on invoice. Make checks or money orders payable to the City of Brookhaven; 3360 Osborne Rd. NE. Brookhaven, Georgia 30319. There will be no refunds issued for Special Permits. 11. Inflatables and/or amplified music is permitted in the park(s) with an approved permit, payment of applicable fee, and proof of insurance. It is the responsibility of the applicants to provide a power source. 12. Water slides (apparatus) are not permitted in Brookhaven's Parks 13. Shelter attendance shall not exceed maximum capacity stated on the General Park Use Agreement Application. Overextending the capacity is a violation of the permit conditions 14. Tables are made available at each pavilion; however, electricity and water is not guaranteed at any facility. 15. NO stakes or objects longer than 6 (six) inches may be driven into the park turf 16. Applicant shall leave the facility free of trash and debris generated by the event. All trash shall be sacked and placed along the curbside at the conclusion of the event 17. Clean-Up includes the following: removing all litter, signs and decorations from and around pavilion including anything hung from rafters. Activity Building/Pavilion Rental Application City of Brookhaven 3360 Osborne Rd. NE Brookhaven, GA 30319 Phone: 404-637-0530 parksandrec@brookhavenga.gov 18. Applicant is responsible for providing security and/or traffic control as deemed necessary by the Brookhaven Police Department at applicant expense 19. Applicant will be billed for cost of repairs and/or replacement of any and all damaged to structures, equipment, facilities, planting, or turf beyond normal wear and tear 20. The City of Brookhaven will not be held responsible for any loss or theft during the event; personal items should not be left in vehicles. 21. CERTIFICIATE OF INSURANCE is required for some events. Certificate of Insurance must name City of Brookhaven as the additional insurer \$1,000,000 (ONE MILLION DOLLARS) each (OCCURANCE COMBINED SINGLE LIMIT). Applicants agree to assume the defense and indemnify and hold City of Brookhaven, its Officers, Board of Commissioners, Directors, employees, and agents free and harmless from and against any and all losses, penalties, damages, settlement cost, charges, professional fees, or other expenses or liabilities of any kind and character in connection with or arising directly or indirectly out of this Agreement 22. No FIRES are permitted, other than in designated areas. Only fireproof or fire-retardant materials may be used for decorations and at no time shall stop signs be covered or obstructed. Failure to adhere will jeopardize future use of City parks 23. Applicants understand that the selling of food is prohibited. Applicant may apply for a vendor permit from the Parks and Recreation Department and the DeKalb Board of Health 45 days prior to event 24. Applicants understand that failure to comply with these terms and conditions may cause revocation or termination of this permit and will jeopardize future use 25. Applicants understand that alcohol is permitted only in conjunction with a pavilion reservation and approved permit. Alcohol must be consumed in the reserved area (pavilion). State, County, and City laws on alcoholic beverages will prevail 26. ONLY OFF DUTY BROOKHAVEN POLICE OFFICERS are utilized at events held at City parks and facilities. Brookhaven's Police Department will determine the specific security personnel needed and will arrange for their presence at the applicants expense. The Applicant shall read, understand, and agree to all provisions set forth in this Agreement.

Agreed

As a permit holder it is your right and authority to occupy/use a facility during the time in which is listed on your permit and that you paid for. We advise each permit holder to have in hand their permit when occupying a facility for use. In the event a park user or group is in current use of a facility please present them the permit and information regarding your rental of the said facility. In the event the user or group refuses to vacate the facility during the time in which your permit shows please contact City of Brookhaven Parks and Recreation office to assist. (404-637-0542) In the event this occurs outside of regularly schedule business hours please contact Brookhaven Police Department to assist. (911)

Agreed

PROMPT

RESPONSE

-Refunds requested 2 or more business days prior to the activity start date will receive a full refund/credit. - 50% refunds can be issued if requested prior to the 2nd meeting of activity or program. -No refund or credit can be processed after 2nd meeting. -Credits may remain on your household account indefinitely and can be used for future program enrollments or facility rentals. -Refunds are processed through the finance department and may take 4-6 weeks to be processed.

Agreed

-All rentals must be booked and paid in full no later than two weeks in advance. -Cancellation refunds/credits must be requested (10) business days prior to the date of rental, after which no refunds or credits will be granted. -A refund/credit will be given for a program which is cancelled by the department. -BPRD reserves the right to consolidate, postpone or cancel programs due to low enrollment. Please register at least ONE WEEK before a program begins; otherwise a program may be cancelled three BUSINESS days before the start date due to low enrollment. -Staff will notify participants if a program is cancelled due to inclement weather. You may call the office for cancellation information, but no sooner than one hour before the start of the program. Not all programs are cancelled when schools are cancelled.

Agreed

Blackburn Park Adult Softball/Baseball 1 Jul 30, 2017 8:30 AM-11:30 AM - Athletic Field: \$40/Hour (\$1,000,000 Max) - PERMIT #3158

PROMPT

RESPONSE

TERMS AND CONDITIONS 1. Applicant must have the General Use Agreement, permits, and receipt in their possession for verification at the event. 2. Only applicants 21 years or older are issues Use Agreements and agrees to adhere to all City, County, and State laws and ordinances 3. The Department of Parks & Recreation reserves the right to cancel or suspend any scheduled activity at a City facility when it is determined that such use is unsafe for the general public and park patrons 4. Shelter rentals only include the use of the shelter and adjacent grills for the time indicated on agreement and not the surrounding areas and playgrounds 5. Non-residents are charged an additional fee for rental of City parks and facilities 6. Cancellation and refund requests must be made in writing to the Department of Parks and Recreation 10 (ten) days prior to the reservation date, after which no refunds will be allowed 7. Once a shelter is occupied, there are no refunds due to rain or bad weather 8. Vehicles are not permitted off paved driveways. Brookhaven Police Department will issue citations for unauthorized parking 9. No PUBLICITY, advertising (fliers, posters) of any time may be released for use relating to the event until approval is granted for the application 10. Fees must be paid at date indicated on invoice. Make checks or money orders payable to the City of Brookhaven; 3360 Osborne Rd. NE. Brookhaven, Georgia 30319. There will be no refunds issued for Special Permits. 11. Inflatables and/or amplified music is permitted in the park(s) with an approved permit, payment of applicable fee, and proof of insurance. It is the responsibility of the applicants to provide a power source. 12. Water slides (apparatus) are not permitted in Brookhaven's Parks 13. Shelter attendance shall not exceed maximum capacity stated on the General Park Use Agreement Application. Overextending the capacity is a violation of the permit conditions 14. Tables are made available at each pavilion; however, electricity and water is not guaranteed at any facility. 15. NO stakes or objects longer than 6 (six) inches may be driven into the park turf 16. Applicant shall leave the facility free of trash and debris generated by the event. All trash shall be sacked and placed along the curbside at the conclusion of the event 17. Clean-Up includes the following: removing all litter, signs and decorations from and around pavilion including anything hung from rafters. Activity Building/Pavilion Rental Application City of Brookhaven 3360 Osborne Rd. NE Brookhaven, GA 30319 Phone: 404-637-0530 parksandrec@brookhavenga.gov 18. Applicant is responsible for providing security and/or traffic control as deemed necessary by the Brookhaven Police Department at applicant expense 19. Applicant will be billed for cost of repairs and/or replacement of any and all damaged to structures, equipment, facilities, planting, or turf beyond normal wear and tear 20. The City of Brookhaven will not be held responsible for any loss or theft during the event; personal items should not be left in vehicles. 21. CERTIFICATE OF INSURANCE is required for some events. Certificate of Insurance must name City of Brookhaven as the additional insurer \$1,000,000 (ONE MILLION DOLLARS) each (OCCURANCE COMBINED SINGLE LIMIT). Applicants agree to assume the defense and indemnify and hold City of Brookhaven, its Officers, Board of Commissioners, Directors, employees, and agents free and harmless from and against any and all losses, penalties, damages, settlement cost, charges, professional fees, or other expenses or liabilities of any kind and character in connection with or arising directly or indirectly out of this Agreement 22. No FIRES are permitted, other than in designated areas. Only fireproof or fire-retardant materials may be used for decorations and at no time shall stop signs be covered or obstructed. Failure to adhere will jeopardize future use of City parks 23. Applicants understand that the selling of food is prohibited. Applicant may apply for a vendor permit from the Parks and Recreation Department and the DeKalb Board of Health 45 days prior to event 24. Applicants understand that failure to comply with these terms and conditions may cause revocation or termination of this permit and will jeopardize future use 25. Applicants understand that alcohol is permitted only in conjunction with a pavilion reservation and approved permit. Alcohol must be consumed in the reserved area (pavilion). State, County, and City laws on alcoholic beverages will prevail 26. ONLY OFF DUTY BROOKHAVEN POLICE OFFICERS are utilized at events held at City parks and facilities. Brookhaven's Police Department will determine the specific security personnel needed and will arrange for their presence at the applicants expense. The Applicant shall read, understand, and agree to all provisions set forth in this Agreement.

Agreed

As a permit holder it is your right and authority to occupy/use a facility during the time in which is listed on your permit and that you paid for. We advise each permit holder to have in hand their permit when occupying a facility for use. In the event a park user or group is in current use of a facility please present them the permit and information regarding your rental of the said facility. In the event the user or group refuses to vacate the facility during the time in which your permit shows please contact City of Brookhaven Parks and Recreation office to assist. (404-637-0542) In the event this occurs outside of regularly schedule business hours please contact Brookhaven Police Department to assist. (911)

Agreed

PROMPT

RESPONSE

-Refunds requested 2 or more business days prior to the activity start date will receive a full refund/credit. - 50% refunds can be issued if requested prior to the 2nd meeting of activity or program. -No refund or credit can be processed after 2nd meeting. -Credits may remain on your household account indefinitely and can be used for future program enrollments or facility rentals. -Refunds are processed through the finance department and may take 4-6 weeks to be processed.

Agreed

-All rentals must be booked and paid in full no later than two weeks in advance. -Cancellation refunds/credits must be requested (10) business days prior to the date of rental, after which no refunds or credits will be granted. -A refund/credit will be given for a program which is cancelled by the department. -BPRD reserves the right to consolidate, postpone or cancel programs due to low enrollment. Please register at least ONE WEEK before a program begins; otherwise a program may be cancelled three BUSINESS days before the start date due to low enrollment. -Staff will notify participants if a program is cancelled due to inclement weather. You may call the office for cancellation information, but no sooner than one hour before the start of the program. Not all programs are cancelled when schools are cancelled.

Agreed

Blackburn Park Adult Softball/Baseball 1 Aug 6, 2017 8:30 AM-11:30 AM - Athletic Field: \$40/Hour (\$1,000,000 Max) - PERMIT #3158

PROMPT

RESPONSE

TERMS AND CONDITIONS 1. Applicant must have the General Use Agreement, permits, and receipt in their possession for verification at the event. 2. Only applicants 21 years or older are issues Use Agreements and agrees to adhere to all City, County, and State laws and ordinances 3. The Department of Parks & Recreation reserves the right to cancel or suspend any scheduled activity at a City facility when it is determined that such use is unsafe for the general public and park patrons 4. Shelter rentals only include the use of the shelter and adjacent grills for the time indicated on agreement and not the surrounding areas and playgrounds 5. Non-residents are charged an additional fee for rental of City parks and facilities 6. Cancellation and refund requests must be made in writing to the Department of Parks and Recreation 10 (ten) days prior to the reservation date, after which no refunds will be allowed 7. Once a shelter is occupied, there are no refunds due to rain or bad weather 8. Vehicles are not permitted off paved driveways. Brookhaven Police Department will issue citations for unauthorized parking 9. No PUBLICITY, advertising (fliers, posters) of any time may be released for use relating to the event until approval is granted for the application 10. Fees must be paid at date indicated on invoice. Make checks or money orders payable to the City of Brookhaven; 3360 Osborne Rd. NE. Brookhaven, Georgia 30319. There will be no refunds issued for Special Permits. 11. Inflatables and/or amplified music is permitted in the park(s) with an approved permit, payment of applicable fee, and proof of insurance. It is the responsibility of the applicants to provide a power source. 12. Water slides (apparatus) are not permitted in Brookhaven's Parks 13. Shelter attendance shall not exceed maximum capacity stated on the General Park Use Agreement Application. Overextending the capacity is a violation of the permit conditions 14. Tables are made available at each pavilion; however, electricity and water is not guaranteed at any facility. 15. NO stakes or objects longer than 6 (six) inches may be driven into the park turf 16. Applicant shall leave the facility free of trash and debris generated by the event. All trash shall be sacked and placed along the curbside at the conclusion of the event 17. Clean-Up includes the following: removing all litter, signs and decorations from and around pavilion including anything hung from rafters. Activity Building/Pavilion Rental Application City of Brookhaven 3360 Osborne Rd. NE Brookhaven, GA 30319 Phone: 404-637-0530 parksandrec@brookhavenga.gov 18. Applicant is responsible for providing security and/or traffic control as deemed necessary by the Brookhaven Police Department at applicant expense 19. Applicant will be billed for cost of repairs and/or replacement of any and all damaged to structures, equipment, facilities, planting, or turf beyond normal wear and tear 20. The City of Brookhaven will not be held responsible for any loss or theft during the event; personal items should not be left in vehicles. 21. CERTIFICIATE OF INSURANCE is required for some events. Certificate of Insurance must name City of Brookhaven as the additional insurer \$1,000,000 (ONE MILLION DOLLARS) each (OCCURANCE COMBINED SINGLE LIMIT). Applicants agree to assume the defense and indemnify and hold City of Brookhaven, its Officers, Board of Commissioners, Directors, employees, and agents free and harmless from and against any and all losses, penalties, damages, settlement cost, charges, professional fees, or other expenses or liabilities of any kind and character in connection with or arising directly or indirectly out of this Agreement 22. No FIRES are permitted, other than in designated areas. Only fireproof or fire-retardant materials may be used for decorations and at no time shall stop signs be covered or obstructed. Failure to adhere will jeopardize future use of City parks 23. Applicants understand that the selling of food is prohibited. Applicant may apply for a vendor permit from the Parks and Recreation Department and the DeKalb Board of Health 45 days prior to event 24. Applicants understand that failure to comply with these terms and conditions may cause revocation or termination of this permit and will jeopardize future use 25. Applicants understand that alcohol is permitted only in conjunction with a pavilion reservation and approved permit. Alcohol must be consumed in the reserved area (pavilion). State, County, and City laws on alcoholic beverages will prevail 26. ONLY OFF DUTY BROOKHAVEN POLICE OFFICERS are utilized at events held at City parks and facilities. Brookhaven's Police Department will determine the specific security personnel needed and will arrange for their presence at the applicants expense. The Applicant shall read, understand, and agree to all provisions set forth in this Agreement.

Agreed

As a permit holder it is your right and authority to occupy/use a facility during the time in which is listed on your permit and that you paid for. We advise each permit holder to have in hand their permit when occupying a facility for use. In the event a park user or group is in current use of a facility please present them the permit and information regarding your rental of the said facility. In the event the user or group refuses to vacate the facility during the time in which your permit shows please contact City of Brookhaven Parks and Recreation office to assist. (404-637-0542) In the event this occurs outside of regularly schedule business hours please contact Brookhaven Police Department to assist. (911)

Agreed

PROMPT

RESPONSE

-Refunds requested 2 or more business days prior to the activity start date will receive a full refund/credit. - 50% refunds can be issued if requested prior to the 2nd meeting of activity or program. -No refund or credit can be processed after 2nd meeting. -Credits may remain on your household account indefinitely and can be used for future program enrollments or facility rentals. -Refunds are processed through the finance department and may take 4-6 weeks to be processed.

Agreed

-All rentals must be booked and paid in full no later than two weeks in advance. -Cancellation refunds/credits must be requested (10) business days prior to the date of rental, after which no refunds or credits will be granted. -A refund/credit will be given for a program which is cancelled by the department. -BPRD reserves the right to consolidate, postpone or cancel programs due to low enrollment. Please register at least ONE WEEK before a program begins; otherwise a program may be cancelled three BUSINESS days before the start date due to low enrollment. -Staff will notify participants if a program is cancelled due to inclement weather. You may call the office for cancellation information, but no sooner than one hour before the start of the program. Not all programs are cancelled when schools are cancelled.

Agreed

Blackburn Park Adult Baseball/Softball 2 Aug 6, 2017 8:30 AM-11:30 AM - Athletic Field: \$40/Hour (\$1,000,000 Max) - PERMIT #3158

PROMPT

RESPONSE

TERMS AND CONDITIONS 1. Applicant must have the General Use Agreement, permits, and receipt in their possession for verification at the event. 2. Only applicants 21 years or older are issues Use Agreements and agrees to adhere to all City, County, and State laws and ordinances 3. The Department of Parks & Recreation reserves the right to cancel or suspend any scheduled activity at a City facility when it is determined that such use is unsafe for the general public and park patrons 4. Shelter rentals only include the use of the shelter and adjacent grills for the time indicated on agreement and not the surrounding areas and playgrounds 5. Non-residents are charged an additional fee for rental of City parks and facilities 6. Cancellation and refund requests must be made in writing to the Department of Parks and Recreation 10 (ten) days prior to the reservation date, after which no refunds will be allowed 7. Once a shelter is occupied, there are no refunds due to rain or bad weather 8. Vehicles are not permitted off paved driveways. Brookhaven Police Department will issue citations for unauthorized parking 9. No PUBLICITY, advertising (fliers, posters) of any time may be released for use relating to the event until approval is granted for the application 10. Fees must be paid at date indicated on invoice. Make checks or money orders payable to the City of Brookhaven; 3360 Osborne Rd. NE. Brookhaven, Georgia 30319. There will be no refunds issued for Special Permits. 11. Inflatables and/or amplified music is permitted in the park(s) with an approved permit, payment of applicable fee, and proof of insurance. It is the responsibility of the applicants to provide a power source. 12. Water slides (apparatus) are not permitted in Brookhaven's Parks 13. Shelter attendance shall not exceed maximum capacity stated on the General Park Use Agreement Application. Overextending the capacity is a violation of the permit conditions 14. Tables are made available at each pavilion; however, electricity and water is not guaranteed at any facility. 15. NO stakes or objects longer than 6 (six) inches may be driven into the park turf 16. Applicant shall leave the facility free of trash and debris generated by the event. All trash shall be sacked and placed along the curbside at the conclusion of the event 17. Clean-Up includes the following: removing all litter, signs and decorations from and around pavilion including anything hung from rafters. Activity Building/Pavilion Rental Application City of Brookhaven 3360 Osborne Rd. NE Brookhaven, GA 30319 Phone: 404-637-0530 parksandrec@brookhavenga.gov 18. Applicant is responsible for providing security and/or traffic control as deemed necessary by the Brookhaven Police Department at applicant expense 19. Applicant will be billed for cost of repairs and/or replacement of any and all damaged to structures, equipment, facilities, planting, or turf beyond normal wear and tear 20. The City of Brookhaven will not be held responsible for any loss or theft during the event; personal items should not be left in vehicles. 21. CERTIFICATE OF INSURANCE is required for some events. Certificate of Insurance must name City of Brookhaven as the additional insurer \$1,000,000 (ONE MILLION DOLLARS) each (OCCURANCE COMBINED SINGLE LIMIT). Applicants agree to assume the defense and indemnify and hold City of Brookhaven, its Officers, Board of Commissioners, Directors, employees, and agents free and harmless from and against any and all losses, penalties, damages, settlement cost, charges, professional fees, or other expenses or liabilities of any kind and character in connection with or arising directly or indirectly out of this Agreement 22. No FIRES are permitted, other than in designated areas. Only fireproof or fire-retardant materials may be used for decorations and at no time shall stop signs be covered or obstructed. Failure to adhere will jeopardize future use of City parks 23. Applicants understand that the selling of food is prohibited. Applicant may apply for a vendor permit from the Parks and Recreation Department and the DeKalb Board of Health 45 days prior to event 24. Applicants understand that failure to comply with these terms and conditions may cause revocation or termination of this permit and will jeopardize future use 25. Applicants understand that alcohol is permitted only in conjunction with a pavilion reservation and approved permit. Alcohol must be consumed in the reserved area (pavilion). State, County, and City laws on alcoholic beverages will prevail 26. ONLY OFF DUTY BROOKHAVEN POLICE OFFICERS are utilized at events held at City parks and facilities. Brookhaven's Police Department will determine the specific security personnel needed and will arrange for their presence at the applicants expense. The Applicant shall read, understand, and agree to all provisions set forth in this Agreement.

Agreed

As a permit holder it is your right and authority to occupy/use a facility during the time in which is listed on your permit and that you paid for. We advise each permit holder to have in hand their permit when occupying a facility for use. In the event a park user or group is in current use of a facility please present them the permit and information regarding your rental of the said facility. In the event the user or group refuses to vacate the facility during the time in which your permit shows please contact City of Brookhaven Parks and Recreation office to assist. (404-637-0542) In the event this occurs outside of regularly schedule business hours please contact Brookhaven Police Department to assist. (911)

Agreed

PROMPT

RESPONSE

-Refunds requested 2 or more business days prior to the activity start date will receive a full refund/credit. - 50% refunds can be issued if requested prior to the 2nd meeting of activity or program. -No refund or credit can be processed after 2nd meeting. -Credits may remain on your household account indefinitely and can be used for future program enrollments or facility rentals. -Refunds are processed through the finance department and may take 4-6 weeks to be processed.

Agreed

-All rentals must be booked and paid in full no later than two weeks in advance. -Cancellation refunds/credits must be requested (10) business days prior to the date of rental, after which no refunds or credits will be granted. -A refund/credit will be given for a program which is cancelled by the department. -BPRD reserves the right to consolidate, postpone or cancel programs due to low enrollment. Please register at least ONE WEEK before a program begins; otherwise a program may be cancelled three BUSINESS days before the start date due to low enrollment. -Staff will notify participants if a program is cancelled due to inclement weather. You may call the office for cancellation information, but no sooner than one hour before the start of the program. Not all programs are cancelled when schools are cancelled.

Agreed

Blackburn Park Adult Softball/Baseball 1 Aug 13, 2017 8:30 AM-11:30 AM - Athletic Field: \$40/Hour (\$1,000,000 Max) - PERMIT #3158

PROMPT

RESPONSE

TERMS AND CONDITIONS 1. Applicant must have the General Use Agreement, permits, and receipt in their possession for verification at the event. 2. Only applicants 21 years or older are issues Use Agreements and agrees to adhere to all City, County, and State laws and ordinances 3. The Department of Parks & Recreation reserves the right to cancel or suspend any scheduled activity at a City facility when it is determined that such use is unsafe for the general public and park patrons 4. Shelter rentals only include the use of the shelter and adjacent grills for the time indicated on agreement and not the surrounding areas and playgrounds 5. Non-residents are charged an additional fee for rental of City parks and facilities 6. Cancellation and refund requests must be made in writing to the Department of Parks and Recreation 10 (ten) days prior to the reservation date, after which no refunds will be allowed 7. Once a shelter is occupied, there are no refunds due to rain or bad weather 8. Vehicles are not permitted off paved driveways. Brookhaven Police Department will issue citations for unauthorized parking 9. No PUBLICITY, advertising (fliers, posters) of any time may be released for use relating to the event until approval is granted for the application 10. Fees must be paid at date indicated on invoice. Make checks or money orders payable to the City of Brookhaven; 3360 Osborne Rd. NE. Brookhaven, Georgia 30319. There will be no refunds issued for Special Permits. 11. Inflatables and/or amplified music is permitted in the park(s) with an approved permit, payment of applicable fee, and proof of insurance. It is the responsibility of the applicants to provide a power source. 12. Water slides (apparatus) are not permitted in Brookhaven's Parks 13. Shelter attendance shall not exceed maximum capacity stated on the General Park Use Agreement Application. Overextending the capacity is a violation of the permit conditions 14. Tables are made available at each pavilion; however, electricity and water is not guaranteed at any facility. 15. NO stakes or objects longer than 6 (six) inches may be driven into the park turf 16. Applicant shall leave the facility free of trash and debris generated by the event. All trash shall be sacked and placed along the curbside at the conclusion of the event 17. Clean-Up includes the following: removing all litter, signs and decorations from and around pavilion including anything hung from rafters. Activity Building/Pavilion Rental Application City of Brookhaven 3360 Osborne Rd. NE Brookhaven, GA 30319 Phone: 404-637-0530 parksandrec@brookhavenga.gov 18. Applicant is responsible for providing security and/or traffic control as deemed necessary by the Brookhaven Police Department at applicant expense 19. Applicant will be billed for cost of repairs and/or replacement of any and all damaged to structures, equipment, facilities, planting, or turf beyond normal wear and tear 20. The City of Brookhaven will not be held responsible for any loss or theft during the event; personal items should not be left in vehicles. 21. CERTIFICIATE OF INSURANCE is required for some events. Certificate of Insurance must name City of Brookhaven as the additional insurer \$1,000,000 (ONE MILLION DOLLARS) each (OCCURANCE COMBINED SINGLE LIMIT). Applicants agree to assume the defense and indemnify and hold City of Brookhaven, its Officers, Board of Commissioners, Directors, employees, and agents free and harmless from and against any and all losses, penalties, damages, settlement cost, charges, professional fees, or other expenses or liabilities of any kind and character in connection with or arising directly or indirectly out of this Agreement 22. No FIRES are permitted, other than in designated areas. Only fireproof or fire-retardant materials may be used for decorations and at no time shall stop signs be covered or obstructed. Failure to adhere will jeopardize future use of City parks 23. Applicants understand that the selling of food is prohibited. Applicant may apply for a vendor permit from the Parks and Recreation Department and the DeKalb Board of Health 45 days prior to event 24. Applicants understand that failure to comply with these terms and conditions may cause revocation or termination of this permit and will jeopardize future use 25. Applicants understand that alcohol is permitted only in conjunction with a pavilion reservation and approved permit. Alcohol must be consumed in the reserved area (pavilion). State, County, and City laws on alcoholic beverages will prevail 26. ONLY OFF DUTY BROOKHAVEN POLICE OFFICERS are utilized at events held at City parks and facilities. Brookhaven's Police Department will determine the specific security personnel needed and will arrange for their presence at the applicants expense. The Applicant shall read, understand, and agree to all provisions set forth in this Agreement.

Agreed

As a permit holder it is your right and authority to occupy/use a facility during the time in which is listed on your permit and that you paid for. We advise each permit holder to have in hand their permit when occupying a facility for use. In the event a park user or group is in current use of a facility please present them the permit and information regarding your rental of the said facility. In the event the user or group refuses to vacate the facility during the time in which your permit shows please contact City of Brookhaven Parks and Recreation office to assist. (404-637-0542) In the event this occurs outside of regularly schedule business hours please contact Brookhaven Police Department to assist. (911)

Agreed

PROMPT

RESPONSE

-Refunds requested 2 or more business days prior to the activity start date will receive a full refund/credit. - 50% refunds can be issued if requested prior to the 2nd meeting of activity or program. -No refund or credit can be processed after 2nd meeting. -Credits may remain on your household account indefinitely and can be used for future program enrollments or facility rentals. -Refunds are processed through the finance department and may take 4-6 weeks to be processed.

Agreed

-All rentals must be booked and paid in full no later than two weeks in advance. -Cancellation refunds/credits must be requested (10) business days prior to the date of rental, after which no refunds or credits will be granted. -A refund/credit will be given for a program which is cancelled by the department. -BPRD reserves the right to consolidate, postpone or cancel programs due to low enrollment. Please register at least ONE WEEK before a program begins; otherwise a program may be cancelled three BUSINESS days before the start date due to low enrollment. -Staff will notify participants if a program is cancelled due to inclement weather. You may call the office for cancellation information, but no sooner than one hour before the start of the program. Not all programs are cancelled when schools are cancelled.

Agreed

Blackburn Park Adult Baseball/Softball 2 Aug 13, 2017 8:30 AM-11:30 AM - Athletic Field: \$40/Hour (\$1,000,000 Max) - PERMIT #3158

PROMPT

RESPONSE

TERMS AND CONDITIONS 1. Applicant must have the General Use Agreement, permits, and receipt in their possession for verification at the event. 2. Only applicants 21 years or older are issues Use Agreements and agrees to adhere to all City, County, and State laws and ordinances 3. The Department of Parks & Recreation reserves the right to cancel or suspend any scheduled activity at a City facility when it is determined that such use is unsafe for the general public and park patrons 4. Shelter rentals only include the use of the shelter and adjacent grills for the time indicated on agreement and not the surrounding areas and playgrounds 5. Non-residents are charged an additional fee for rental of City parks and facilities 6. Cancellation and refund requests must be made in writing to the Department of Parks and Recreation 10 (ten) days prior to the reservation date, after which no refunds will be allowed 7. Once a shelter is occupied, there are no refunds due to rain or bad weather 8. Vehicles are not permitted off paved driveways. Brookhaven Police Department will issue citations for unauthorized parking 9. No PUBLICITY, advertising (fliers, posters) of any time may be released for use relating to the event until approval is granted for the application 10. Fees must be paid at date indicated on invoice. Make checks or money orders payable to the City of Brookhaven; 3360 Osborne Rd. NE. Brookhaven, Georgia 30319. There will be no refunds issued for Special Permits. 11. Inflatables and/or amplified music is permitted in the park(s) with an approved permit, payment of applicable fee, and proof of insurance. It is the responsibility of the applicants to provide a power source. 12. Water slides (apparatus) are not permitted in Brookhaven's Parks 13. Shelter attendance shall not exceed maximum capacity stated on the General Park Use Agreement Application. Overextending the capacity is a violation of the permit conditions 14. Tables are made available at each pavilion; however, electricity and water is not guaranteed at any facility. 15. NO stakes or objects longer than 6 (six) inches may be driven into the park turf 16. Applicant shall leave the facility free of trash and debris generated by the event. All trash shall be sacked and placed along the curbside at the conclusion of the event 17. Clean-Up includes the following: removing all litter, signs and decorations from and around pavilion including anything hung from rafters. Activity Building/Pavilion Rental Application City of Brookhaven 3360 Osborne Rd. NE Brookhaven, GA 30319 Phone: 404-637-0530 parksandrec@brookhavenga.gov 18. Applicant is responsible for providing security and/or traffic control as deemed necessary by the Brookhaven Police Department at applicant expense 19. Applicant will be billed for cost of repairs and/or replacement of any and all damaged to structures, equipment, facilities, planting, or turf beyond normal wear and tear 20. The City of Brookhaven will not be held responsible for any loss or theft during the event; personal items should not be left in vehicles. 21. CERTIFICATE OF INSURANCE is required for some events. Certificate of Insurance must name City of Brookhaven as the additional insurer \$1,000,000 (ONE MILLION DOLLARS) each (OCCURANCE COMBINED SINGLE LIMIT). Applicants agree to assume the defense and indemnify and hold City of Brookhaven, its Officers, Board of Commissioners, Directors, employees, and agents free and harmless from and against any and all losses, penalties, damages, settlement cost, charges, professional fees, or other expenses or liabilities of any kind and character in connection with or arising directly or indirectly out of this Agreement 22. No FIRES are permitted, other than in designated areas. Only fireproof or fire-retardant materials may be used for decorations and at no time shall stop signs be covered or obstructed. Failure to adhere will jeopardize future use of City parks 23. Applicants understand that the selling of food is prohibited. Applicant may apply for a vendor permit from the Parks and Recreation Department and the DeKalb Board of Health 45 days prior to event 24. Applicants understand that failure to comply with these terms and conditions may cause revocation or termination of this permit and will jeopardize future use 25. Applicants understand that alcohol is permitted only in conjunction with a pavilion reservation and approved permit. Alcohol must be consumed in the reserved area (pavilion). State, County, and City laws on alcoholic beverages will prevail 26. ONLY OFF DUTY BROOKHAVEN POLICE OFFICERS are utilized at events held at City parks and facilities. Brookhaven's Police Department will determine the specific security personnel needed and will arrange for their presence at the applicants expense. The Applicant shall read, understand, and agree to all provisions set forth in this Agreement.

Agreed

As a permit holder it is your right and authority to occupy/use a facility during the time in which is listed on your permit and that you paid for. We advise each permit holder to have in hand their permit when occupying a facility for use. In the event a park user or group is in current use of a facility please present them the permit and information regarding your rental of the said facility. In the event the user or group refuses to vacate the facility during the time in which your permit shows please contact City of Brookhaven Parks and Recreation office to assist. (404-637-0542) In the event this occurs outside of regularly schedule business hours please contact Brookhaven Police Department to assist. (911)

Agreed

PROMPT

RESPONSE

-Refunds requested 2 or more business days prior to the activity start date will receive a full refund/credit. - 50% refunds can be issued if requested prior to the 2nd meeting of activity or program. -No refund or credit can be processed after 2nd meeting. -Credits may remain on your household account indefinitely and can be used for future program enrollments or facility rentals. -Refunds are processed through the finance department and may take 4-6 weeks to be processed.

Agreed

-All rentals must be booked and paid in full no later than two weeks in advance. -Cancellation refunds/credits must be requested (10) business days prior to the date of rental, after which no refunds or credits will be granted. -A refund/credit will be given for a program which is cancelled by the department. -BPRD reserves the right to consolidate, postpone or cancel programs due to low enrollment. Please register at least ONE WEEK before a program begins; otherwise a program may be cancelled three BUSINESS days before the start date due to low enrollment. -Staff will notify participants if a program is cancelled due to inclement weather. You may call the office for cancellation information, but no sooner than one hour before the start of the program. Not all programs are cancelled when schools are cancelled.

Agreed

Blackburn Park Adult Baseball/Softball 2 Aug 20, 2017 8:30 AM-11:30 AM - Athletic Field: \$40/Hour (\$1,000,000 Max) - PERMIT #3158

PROMPT

RESPONSE

TERMS AND CONDITIONS 1. Applicant must have the General Use Agreement, permits, and receipt in their possession for verification at the event. 2. Only applicants 21 years or older are issues Use Agreements and agrees to adhere to all City, County, and State laws and ordinances 3. The Department of Parks & Recreation reserves the right to cancel or suspend any scheduled activity at a City facility when it is determined that such use is unsafe for the general public and park patrons 4. Shelter rentals only include the use of the shelter and adjacent grills for the time indicated on agreement and not the surrounding areas and playgrounds 5. Non-residents are charged an additional fee for rental of City parks and facilities 6. Cancellation and refund requests must be made in writing to the Department of Parks and Recreation 10 (ten) days prior to the reservation date, after which no refunds will be allowed 7. Once a shelter is occupied, there are no refunds due to rain or bad weather 8. Vehicles are not permitted off paved driveways. Brookhaven Police Department will issue citations for unauthorized parking 9. No PUBLICITY, advertising (fliers, posters) of any time may be released for use relating to the event until approval is granted for the application 10. Fees must be paid at date indicated on invoice. Make checks or money orders payable to the City of Brookhaven; 3360 Osborne Rd. NE. Brookhaven, Georgia 30319. There will be no refunds issued for Special Permits. 11. Inflatables and/or amplified music is permitted in the park(s) with an approved permit, payment of applicable fee, and proof of insurance. It is the responsibility of the applicants to provide a power source. 12. Water slides (apparatus) are not permitted in Brookhaven's Parks 13. Shelter attendance shall not exceed maximum capacity stated on the General Park Use Agreement Application. Overextending the capacity is a violation of the permit conditions 14. Tables are made available at each pavilion; however, electricity and water is not guaranteed at any facility. 15. NO stakes or objects longer than 6 (six) inches may be driven into the park turf 16. Applicant shall leave the facility free of trash and debris generated by the event. All trash shall be sacked and placed along the curbside at the conclusion of the event 17. Clean-Up includes the following: removing all litter, signs and decorations from and around pavilion including anything hung from rafters. Activity Building/Pavilion Rental Application City of Brookhaven 3360 Osborne Rd. NE Brookhaven, GA 30319 Phone: 404-637-0530 parksandrec@brookhavenga.gov 18. Applicant is responsible for providing security and/or traffic control as deemed necessary by the Brookhaven Police Department at applicant expense 19. Applicant will be billed for cost of repairs and/or replacement of any and all damaged to structures, equipment, facilities, planting, or turf beyond normal wear and tear 20. The City of Brookhaven will not be held responsible for any loss or theft during the event; personal items should not be left in vehicles. 21. CERTIFICIATE OF INSURANCE is required for some events. Certificate of Insurance must name City of Brookhaven as the additional insurer \$1,000,000 (ONE MILLION DOLLARS) each (OCCURANCE COMBINED SINGLE LIMIT). Applicants agree to assume the defense and indemnify and hold City of Brookhaven, its Officers, Board of Commissioners, Directors, employees, and agents free and harmless from and against any and all losses, penalties, damages, settlement cost, charges, professional fees, or other expenses or liabilities of any kind and character in connection with or arising directly or indirectly out of this Agreement 22. No FIRES are permitted, other than in designated areas. Only fireproof or fire-retardant materials may be used for decorations and at no time shall stop signs be covered or obstructed. Failure to adhere will jeopardize future use of City parks 23. Applicants understand that the selling of food is prohibited. Applicant may apply for a vendor permit from the Parks and Recreation Department and the DeKalb Board of Health 45 days prior to event 24. Applicants understand that failure to comply with these terms and conditions may cause revocation or termination of this permit and will jeopardize future use 25. Applicants understand that alcohol is permitted only in conjunction with a pavilion reservation and approved permit. Alcohol must be consumed in the reserved area (pavilion). State, County, and City laws on alcoholic beverages will prevail 26. ONLY OFF DUTY BROOKHAVEN POLICE OFFICERS are utilized at events held at City parks and facilities. Brookhaven's Police Department will determine the specific security personnel needed and will arrange for their presence at the applicants expense. The Applicant shall read, understand, and agree to all provisions set forth in this Agreement.

Agreed

As a permit holder it is your right and authority to occupy/use a facility during the time in which is listed on your permit and that you paid for. We advise each permit holder to have in hand their permit when occupying a facility for use. In the event a park user or group is in current use of a facility please present them the permit and information regarding your rental of the said facility. In the event the user or group refuses to vacate the facility during the time in which your permit shows please contact City of Brookhaven Parks and Recreation office to assist. (404-637-0542) In the event this occurs outside of regularly schedule business hours please contact Brookhaven Police Department to assist. (911)

Agreed

PROMPT

RESPONSE

-Refunds requested 2 or more business days prior to the activity start date will receive a full refund/credit. - 50% refunds can be issued if requested prior to the 2nd meeting of activity or program. -No refund or credit can be processed after 2nd meeting. -Credits may remain on your household account indefinitely and can be used for future program enrollments or facility rentals. -Refunds are processed through the finance department and may take 4-6 weeks to be processed.

Agreed

-All rentals must be booked and paid in full no later than two weeks in advance. -Cancellation refunds/credits must be requested (10) business days prior to the date of rental, after which no refunds or credits will be granted. -A refund/credit will be given for a program which is cancelled by the department. -BPRD reserves the right to consolidate, postpone or cancel programs due to low enrollment. Please register at least ONE WEEK before a program begins; otherwise a program may be cancelled three BUSINESS days before the start date due to low enrollment. -Staff will notify participants if a program is cancelled due to inclement weather. You may call the office for cancellation information, but no sooner than one hour before the start of the program. Not all programs are cancelled when schools are cancelled.

Agreed

Blackburn Park Adult Softball/Baseball 1 Aug 20, 2017 8:30 AM-11:30 AM - Athletic Field: \$40/Hour (\$1,000,000 Max) - PERMIT #3158

PROMPT

RESPONSE

TERMS AND CONDITIONS 1. Applicant must have the General Use Agreement, permits, and receipt in their possession for verification at the event. 2. Only applicants 21 years or older are issues Use Agreements and agrees to adhere to all City, County, and State laws and ordinances 3. The Department of Parks & Recreation reserves the right to cancel or suspend any scheduled activity at a City facility when it is determined that such use is unsafe for the general public and park patrons 4. Shelter rentals only include the use of the shelter and adjacent grills for the time indicated on agreement and not the surrounding areas and playgrounds 5. Non-residents are charged an additional fee for rental of City parks and facilities 6. Cancellation and refund requests must be made in writing to the Department of Parks and Recreation 10 (ten) days prior to the reservation date, after which no refunds will be allowed 7. Once a shelter is occupied, there are no refunds due to rain or bad weather 8. Vehicles are not permitted off paved driveways. Brookhaven Police Department will issue citations for unauthorized parking 9. No PUBLICITY, advertising (fliers, posters) of any time may be released for use relating to the event until approval is granted for the application 10. Fees must be paid at date indicated on invoice. Make checks or money orders payable to the City of Brookhaven; 3360 Osborne Rd. NE. Brookhaven, Georgia 30319. There will be no refunds issued for Special Permits. 11. Inflatables and/or amplified music is permitted in the park(s) with an approved permit, payment of applicable fee, and proof of insurance. It is the responsibility of the applicants to provide a power source. 12. Water slides (apparatus) are not permitted in Brookhaven's Parks 13. Shelter attendance shall not exceed maximum capacity stated on the General Park Use Agreement Application. Overextending the capacity is a violation of the permit conditions 14. Tables are made available at each pavilion; however, electricity and water is not guaranteed at any facility. 15. NO stakes or objects longer than 6 (six) inches may be driven into the park turf 16. Applicant shall leave the facility free of trash and debris generated by the event. All trash shall be sacked and placed along the curbside at the conclusion of the event 17. Clean-Up includes the following: removing all litter, signs and decorations from and around pavilion including anything hung from rafters. Activity Building/Pavilion Rental Application City of Brookhaven 3360 Osborne Rd. NE Brookhaven, GA 30319 Phone: 404-637-0530 parksandrec@brookhavenga.gov 18. Applicant is responsible for providing security and/or traffic control as deemed necessary by the Brookhaven Police Department at applicant expense 19. Applicant will be billed for cost of repairs and/or replacement of any and all damaged to structures, equipment, facilities, planting, or turf beyond normal wear and tear 20. The City of Brookhaven will not be held responsible for any loss or theft during the event; personal items should not be left in vehicles. 21. CERTIFICATE OF INSURANCE is required for some events. Certificate of Insurance must name City of Brookhaven as the additional insurer \$1,000,000 (ONE MILLION DOLLARS) each (OCCURANCE COMBINED SINGLE LIMIT). Applicants agree to assume the defense and indemnify and hold City of Brookhaven, its Officers, Board of Commissioners, Directors, employees, and agents free and harmless from and against any and all losses, penalties, damages, settlement cost, charges, professional fees, or other expenses or liabilities of any kind and character in connection with or arising directly or indirectly out of this Agreement 22. No FIRES are permitted, other than in designated areas. Only fireproof or fire-retardant materials may be used for decorations and at no time shall stop signs be covered or obstructed. Failure to adhere will jeopardize future use of City parks 23. Applicants understand that the selling of food is prohibited. Applicant may apply for a vendor permit from the Parks and Recreation Department and the DeKalb Board of Health 45 days prior to event 24. Applicants understand that failure to comply with these terms and conditions may cause revocation or termination of this permit and will jeopardize future use 25. Applicants understand that alcohol is permitted only in conjunction with a pavilion reservation and approved permit. Alcohol must be consumed in the reserved area (pavilion). State, County, and City laws on alcoholic beverages will prevail 26. ONLY OFF DUTY BROOKHAVEN POLICE OFFICERS are utilized at events held at City parks and facilities. Brookhaven's Police Department will determine the specific security personnel needed and will arrange for their presence at the applicants expense. The Applicant shall read, understand, and agree to all provisions set forth in this Agreement.

Agreed

As a permit holder it is your right and authority to occupy/use a facility during the time in which is listed on your permit and that you paid for. We advise each permit holder to have in hand their permit when occupying a facility for use. In the event a park user or group is in current use of a facility please present them the permit and information regarding your rental of the said facility. In the event the user or group refuses to vacate the facility during the time in which your permit shows please contact City of Brookhaven Parks and Recreation office to assist. (404-637-0542) In the event this occurs outside of regularly schedule business hours please contact Brookhaven Police Department to assist. (911)

Agreed

PROMPT

RESPONSE

-Refunds requested 2 or more business days prior to the activity start date will receive a full refund/credit. - 50% refunds can be issued if requested prior to the 2nd meeting of activity or program. -No refund or credit can be processed after 2nd meeting. -Credits may remain on your household account indefinitely and can be used for future program enrollments or facility rentals. -Refunds are processed through the finance department and may take 4-6 weeks to be processed.

Agreed

-All rentals must be booked and paid in full no later than two weeks in advance. -Cancellation refunds/credits must be requested (10) business days prior to the date of rental, after which no refunds or credits will be granted. -A refund/credit will be given for a program which is cancelled by the department. -BPRD reserves the right to consolidate, postpone or cancel programs due to low enrollment. Please register at least ONE WEEK before a program begins; otherwise a program may be cancelled three BUSINESS days before the start date due to low enrollment. -Staff will notify participants if a program is cancelled due to inclement weather. You may call the office for cancellation information, but no sooner than one hour before the start of the program. Not all programs are cancelled when schools are cancelled.

Agreed