



City of Fairburn Facility Reservation Policies and Procedures

The City of Fairburn facilities are available for rent to residents, non-residents, corporations, organizations, schools, and clubs, provided that such rentals do not interfere with regular scheduling or city sponsored special events. All rental requests are subject to approval by the Director of Parks and Recreation. The renter must be 21 years of age or older at the time of the reservation request.

Reservations shall not be accepted less than 3 days (72 hours) of your event date, unless approved by the Director of Parks and Recreation or City Administrator.

City of Fairburn reserves the right to cancel, deny, or modify facility usage to any group or person which presents a potential safety liability or which appears inappropriate or inconsistent with the City of Fairburn's mission or objectives.

A security deposit is required at the time of your reservation. Security deposit requirements per facility are listed below for your review;

- Duncan Park Facilities: \$100.00
- Fairburn Youth Center- Basketball Court: \$100.00
- Fairburn Youth Center -Multipurpose Room: \$100.00
- Fairburn Youth Center (entire building): \$200.00
- Stage & Courtyard - \$200.00
- Fairburn Annex - \$100.00

Reservation fees are due 30 days prior to the reservation date. Reservation cancellations must be done within 14 days of the rental date. If the reservation is cancelled within 14 days, the rental fee will be refunded, and the security deposit will be forfeited. No fees or deposits are refunded for reservations cancelled after 14 days.

Security deposit refunds will be approved or denied within 3 days (72 hours) after the completion of your event. Fees paid via cash, check, or money order will be refunded by check within 14 days of the refund approval. Fees paid via credit card will be processed back to the credit card within 3 business days. Any damage to the facility or damage to or loss of City property will be deducted from the security deposit. The renter will be invoiced for all damages that are in excess of the security deposit.

Pavilions are available to rent in the morning from 9am-2pm, evening from 3pm-8pm, and all-day rentals. All-day pavilion rentals are only permitted for Pavilion 1 & Pavilion 2. During the months of May, June, and July renters have the option of reserving a late evening block from 4pm – 9pm.

Rental time includes set-up and clean -up (this includes time needed for setup, removal of all personal items, breakdown of all equipment, etc.).

Refunds are not granted for environmental conditions including bad weather and insects.

Certain event types may require off duty Fairburn Police Officers. The City of Fairburn will assess each event to determine if officers are needed. It is mandatory for events with over 250 people or events accepting money to have City of Fairburn Police on-site.

All additional activities or services must be arranged 14 days prior to your event pending approval through our Parks and Recreation Director. This includes but not limited to Moonwalks, Slides, Basketball Goals, Dunking Tanks, Game Truck, etc.

A person may not consume, sell, distribute, or use alcoholic beverages while using a City of Fairburn facility.



Renters are responsible for garbage disposal and for cleaning the facility after the event. This includes removing any items brought into the facility, including items placed in the refrigerator, stove, and/or microwave. Glass bottles and any form of glassware are prohibited in City parks.

Decorations that require glue, tacks, or other materials that will in any way damage posts, ceilings, fixtures, or tables are not permitted. All decorations must be removed by the end of the scheduled event.

The pouring of food, oil, charcoal, or other materials of any kind onto grass or dirt is strictly prohibited.

A person may not indulge in riotous, threatening, or indecent conduct, or abusive, threatening or obscene language. Excessively loud music is not allowed.

Subleasing, assignment, or transfer of the use of any City of Fairburn facility is not permitted.

City of Fairburn does not provide storage for equipment or goods and assumes no liability for lost, stolen, or damages items. Set-up time of such equipment may begin at approved times for rentals.

No weapons of any kind are prohibited in any City of Fairburn facility.

Handbills or circulars, or posting, placing or erecting any bills, notices, paper, or advertising device or matter of any kind is prohibited. Audible advertising devices and amplifiers are prohibited without a city issued permit.

Tents, pole displays, banners, or advertising devices of any kind are prohibited without the City's written approval.

No animal may be brought on City park property unless it is on a leash and entirely within the control of the person bringing it on park property. Persons bringing animals on City park property are responsible for immediate clean-up or removal of animal's defecations. No one may kill, injure, tease, molest or disturb any bird or animal, or take, destroy or disturb the eggs of any bird or animal. Fishing is permitted at Duncan Park. A current State of Georgia fishing license is required

A person may not cut, break, injure, deface or disturb any tree, shrub, plant, rock, building, wall, fence, bench, sign or other structure, apparatus or property. A person may not pluck, pull up, cut, take or remove any shrub, bush, plant, flower or sign. A person may not mark or write upon any building, fence, bench, sign or other structure, climb any tree or walk, stand or sit upon monuments, vases, fountains, railings, fences or any property not designated for such purpose. Cutting or removing any wood, turf, grass, soil, rock, and or gravel is prohibited.

City of Fairburn facilities are to be used for recreational uses and event uses only. A person may not sell or offer for sale any food, drink or merchandise without having first obtained a permit for the City for a specific area or the special event.

A person may not practice, carry on, conduct or solicit for trade, occupation, business or profession without first obtaining such permit.

Agreement and Signature

Name (printed)	
Signature	
Date	



City of Fairburn Recreation Facilities and Fee Structure

City of Fairburn Facilities and Rental Rates			
		Rental Rates	
	Hours of Availability	Residents	Non-Residents
Duncan Park		5 Hour Rental Rate	5 Hour Rental Rate
Pavilion 1	9am-2pm / 3pm-8pm	\$175.00	\$250.00
Pavilion 2	9am-2pm / 3pm-8pm	\$125.00	\$185.00
Pavilion 3	9am-2pm / 3pm-8pm	\$125.00	\$185.00
Outdoor Basketball Court	9am-8pm	\$250.00	\$325.00
Baseball Field	9am-8pm	\$250.00	\$325.00
Football Field	9am-8pm	\$250.00	\$325.00
Duncan Park Pool (seasonal)		2 Hour Rental Rate	2 Hour Rental Rate
Entire Pool & Splash Pad	10am-12pm/6pm-8pm	\$200.00	\$300.00
Shaded Structures		Per Session Rental Rate	Per Session Rental Rate
Large (capacity 30ppl)	See session schedule	\$50.00	\$75.00
Medium (capacity 15ppl)	See session schedule	\$40.00	\$60.00
Small (capacity 10ppl)	See session schedule	\$30.00	\$45.00
Fairburn Youth Center		Hourly Rental Rate	Hourly Rental Rate
Multi-purpose room	8am-11pm	\$40.00	\$60.00
Gymnasium	8am-11pm	\$50.00	\$75.00
Entire Building (EXCLUDES GAMEROOM)	8am-11pm (Saturdays ONLY) 2-HOUR Minimum	\$100.00	\$150.00
Fairburn Annex		Hourly Rental Rate	Hourly Rental Rate
	Saturday & Sunday Only		
	8am – 11pm	\$60.00	\$90.00
Frankie Arnold Stage & Courtyard		Hourly Rental Rate	Hourly Rental Rate
	8am – 11pm	\$60.00	\$90.00
Staffing Fee		Hourly Rental Rate	Hourly Rental Rate
General Staff	-	\$25.00	\$25.00
Lifeguard	10am-12pm/6pm-8pm	\$15.00	\$15.00

**Reservations at the Fairburn Youth Center, Duncan Park Pool, Stage & Courtyard, and Fairburn Annex held outside of normal operation hours are required to pay a staffing fee in addition to the rental fees.*

Security Deposits

A security deposit is required at the time of your reservation. Security deposit amounts per facility are as follows:

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