



City of Fairburn Facility Reservation Policies and Procedures

City of Fairburn recreation facilities are available for rent to corporations, organizations, schools, clubs and individuals, provided that such rentals do not interfere with regular program scheduling or with City sponsored special events. All rental requests are subject to approval by the Director of Parks and Recreation, and are subject to the following terms and conditions:

The renter must be 21 years of age or older at the time of the reservation request.

Unless approved by the Director of Parks and Recreation, due consideration to City staffing needs and requirements, no reservation shall be accepted 14 days prior to usage date.

City of Fairburn reserves the right to cancel, deny, or modify facility usage by any group or person whose intended use of City facilities, in the discretion of the Director of Parks and Recreation, would create an unreasonable public safety risk or exposure to legal liability, or whose intended use is inappropriate or inconsistent with the City of Fairburn's missions or objectives.

Rental fees must be paid in full at least ninety (90) days prior to the event date. All rental fees are non-refundable. A reservation change is available with no additional fees if notification is received fourteen (14) days prior to the reservation date. Reservations cancelled less than fourteen (14) days prior to the rental date, will forfeit both security deposit and rental fees.

All security deposits must be made via credit card or debit card. Approved refunds of security deposits will be processed back to the original card within thirty (30) business days following the event. Any damage to the facility/pavilion, breach of policies or procedures, or damage to or loss of City property resulting from the event 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 and in the evening from 3pm-8pm

Modified capacity: Indoor facilities are not available for rent currently

Pavilion 1 – 100 ppl

Pavilion 2 & 3 – 30 ppl

No person may consume, sell, distribute, or use alcoholic beverages while using a City of Fairburn facility.

Renters are responsible for garbage disposal and for cleaning the pavilion/facility after the event. This includes removing any items brought into the pavilion or facility including items placed in the refrigerator, stove, and/or microwave. Glass bottles and all other glassware are prohibited in City parks. Trash is not removed will cause the forfeit of your security deposit. **All trash must be placed in on-site dumpsters.**

Failure to remove trash will result in a forfeit of your \$100.00 security deposit. **Send pictures of the rental area at the end of your reservation with your name, pavilion number, and reservation time to 678-218-8629 or email to Jaberry@fairburn.com to ensure your refund is approved.**

Decorations that require glue, tacks, or other materials that will in any way damage posts, ceilings, fixtures, or tables are prohibited. All decorations must be removed by the end of the scheduled event.

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/pavilion is prohibited.

The City of Fairburn does not provide storage for equipment or goods and assumes no liability for lost, stolen, or damaged items. Set-up and pack-up activities must be completed within the rental time.

No weapons are allowed except as permitted by state law.

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

Renters are permitted to use the electrical outlets located at each pavilion. The Fairburn Parks & Recreation Department are not responsible if the outlets are non-operational during your rental. Ensure you have a back up option.

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

Tents: Pop-up canopies 10' x 10' or smaller can be used at Duncan Park. Tents are permitted by request only. If you would like to make a request, please contact Jada Berry at jaberry@fairburn.com. Canopies larger than 10' x 10' are not permitted. Tents must be at least 12 feet away from an existing pavilion and the Duncan Park Pool & Splash Pad fence.

No animal may be brought on City park property unless it is on a leash, and at all times entirely within the control of the person bringing it on park property. Persons bringing animals on City park property are responsible for immediate cleanup 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 all required City of Fairburn and/or Fulton County permits. A person may not practice, carry on, conduct, or solicit for a trade, occupation, business, or profession without first obtaining all applicable permits.

No street-side parking. Vehicles must stay in parking lots.



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-6pm	\$250.00	\$325.00
Baseball Field	9am-8pm	\$250.00	\$325.00
Football Field (grass)	9am-8pm	\$250.00	\$325.00
Duncan Park Pool (seasonal)		2 Hour Rental Rate	2 Hour Rental Rate
Entire Pool & Splash Pad	6pm-8pm	\$200.00	\$300.00
Staffing Fee		Hourly Rental Rate	Hourly Rental Rate
General Staff	-	\$30.00	\$30.00
Lifeguard	10am-12pm/6pm- 8pm	\$25.00	\$25.00

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

- Duncan Park Pavilions - \$100.00
- Outdoor Basketball Court: \$100.00
- Sports Fields - \$250.00



Pavilions are identified by numbers 1, 2, and 3