



## Recreation & Parks Department

### How to reserve a facility:

The **Event Questionnaire/Field Rental Request Form** must be completed and submitted to the Recreation & Parks Department as the first step to secure a facility reservation. This form is available for pick up at the Recreation and Parks office located at 705 Hammond Dr or online at [www.sandyspringsga.gov/City-Departments/Recreation-and-Parks](http://www.sandyspringsga.gov/City-Departments/Recreation-and-Parks).

The form is processed on a first come first served basis. Only after the questionnaire has been approved and all fees are paid, does the event become confirmed. Balance due must be paid at within five business days after requestor has been notified of approval. A permit is issued.

Submit Event Questionnaire/Field Rental Request to the Recreation & Parks Department Office located at:

705 Hammond Dr  
Sandy Springs, GA 30328  
Phone: 770.730.5600 Fax: 770.206.2032

## Facility Rental Fee Schedule

### Program/Meeting Rooms

Resident/Non-Profit/Business	Non-Resident
\$25.00 /hr.	\$30.00 / hr.

#1 - Multi-Purpose Room in Hammond Gymnasium – 705 Hammond Dr.

- The space is open with a tile floor
- Chairs and tables are available upon request
- Max capacity is 50 users
- Suitable for business meetings, seminars, birthday parties

#2 - Community Room in Administrative Round Building – 6005 Glenridge Dr.

- 1,225 sq. ft.
- Chairs and tables are available
- Max capacity is 50 users
- Suitable for business meetings, food service events, trainings, etc.



## Hitson Memorial Activities Center – 85 Mt. Vernon Hwy

Formal Parlor Room	Large Meeting Room	Small Meeting Room	Gymnasium
\$175.00 /4hrs	\$140/4hrs	\$120.00 /4hrs	\$250/4hrs
\$25/addl hrs	\$25/addl hrs	\$25/addl hrs	\$25/addl hrs

- Several meeting rooms
- Parlor Room and Gymnasium can accommodate large groups
- Additional Chairs and tables are available
- Kitchen available for use
- *For more information on this facility call (404) 255-1181*



## Covered Pavilions Fee Schedule

### Pavilion #1 – Hammond – 6005 Glenridge Dr

- \$20/hr (Resident/Non-Profit/Business)
- \$25/hr (Non-Resident of Fulton County)
  - Located adjacent to the large playground
  - 32 x 21 or 672 sq. ft.
  - 2 grills on site
  - 2 Picnic tables provided
  - 3 benches
  - Great for children’s small birthday parties
  - Max capacity is 20 users at picnic tables



### **Pavilion #2 – Hammond – 6005 Glenridge Dr**

- \$25/hr (Resident/Non-Profit/Business)
- \$30/hr (Non-Resident of Fulton County)
  - Located adjacent to Community Building
  - 40 x 28 or 1,120 sq. ft.
  - 3 grills on site
  - 12 Picnic tables provided to accommodate
  - Additional tables can be set up adjacent to the pavilion
  - Max capacity is 96 users inside seated at picnic tables



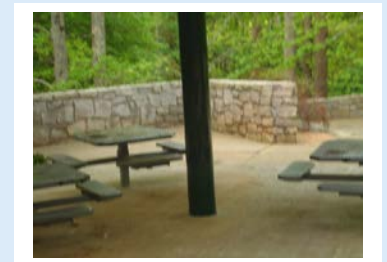
### **Pavilion #3 – Overlook Park – 200 Morgan Falls Rd**

- \$25/hr (Resident/Non-Profit/Business)
- \$30/hr (Non-Resident of Fulton County)
  - 93 x 45 or 4,185 sq. ft.
  - 2 grills on site
  - Fireplace with gas logs
  - Picnic tables provided
  - Additional tables can be set up (*additional fee*)
  - Max capacity is 300 standing room only
  - No music or any amplified sound on this park



### **Pavilion #4 – Ridgeview Park – 5200 S. Trimble Road**

- \$20/hr (Resident/Non-Profit/Business)
- \$25/hr (Non-Resident of Fulton County)
  - 2 grills on site
  - 8 Picnic tables
  - Max capacity is 48 users seated



### **Pavilion #5 – Morgan Falls Athletic Complex – 450 Morgan Falls Road**

- \$25/hr (Resident/Non-Profit/Business)
- \$30/hr (Non-Resident of Fulton County)
  - 18 x 5 or 90 sq. ft.
  - 8 picnic tables
  - Max capacity is 65
  - 4 small pavilions on park with picnic tables for 32 people



**Pavilion #6 – Morgan Falls Athletic Complex – 450 Morgan Falls Road**

- \$20/hr (Resident/Non-Profit/Business
- \$25/hr (Non-Resident of Fulton County)
  - 4 small pavilions on park with picnic tables for 32 people
  - 3 picnic tables
  - Max capacity is 24

**Athletic Field Fee Schedule**



**Hammond Park Artificial Turf Field**

Resident/Non Profit/Business	Non-Resident
\$50.00/hr. Half Field	\$100.00/hr. Half Field
\$50.00/hr. Full Field	\$100.00/hr. Full Field
<i>Field lining is \$50 per event – as determined by rental request</i>	

Leagues wishing to rent the astro turf field may contact our athletic office for an appointment to discuss request. Requestors must bring complete schedule of dates and times, proof of liability insurance and completed Field Request/Event Questionnaire form.

- Professional Artificial Turf Field
- 100 yards long by 60 yards wide
- Used for football, soccer, kickball, Family Reunion, etc.
- Football/Soccer goals
- Field lining available (*additional fee*)
- Lighting available
- 5 sets of 5 row bleachers – seat 350 people
- Players benches available upon request

The field is also open for free play. No group activities allowed without a permit. To find out more about free play times/days, please contact the Recreation and Parks office.

*Recreation and Parks*

### Morgan Falls Athletic Fields

Resident/Non Profit	Non-Resident and Business
\$25.00/hr.	\$50.00/hr.
<i>Special rental requests will be discussed with Sandy Springs Recreation &amp; Parks Department staff.</i>	



- 11 multi-purpose fields (include football, baseball/softball)
- Lighting available

This park’s fields may be rented for special events and athletic tournaments. The rental costs will be determined by Sandy Springs Recreation & Parks Department staff according to event hours and details.

### Tennis Match Fee Schedule

Hammond Park Tennis Courts/  
Sandy Springs Middle School Tennis Courts



Resident	Non-Resident
\$32 per match	\$64 per match
<i>Used when Sandy Springs Tennis Center cannot accommodate USTA, ALTA, or T2 League teams.</i>	

- 4 courts with lights at Hammond
- 4 courts without lights at Sandy Springs Middle School
- No private lessons or drills allowed
- No team drills allowed

Hammond Park courts are open for free play tennis daily till 11:00 p.m. Sandy Springs Middle School courts open daily after school (4:00 p.m.) and weekends till dark for free play tennis. All team drills, team matches and pro classes are directed to Sandy Springs Tennis Center. Contact SSTC at 404-303-6182.



**General Terms & Conditions:**

- 1) An event questionnaire/field rental request must be completed and submitted to the Recreation & Parks Department as the first step to secure a facility reservation.
- 2) Rentals are processed on a first come, first served basis. Only after the request has been approved and all fees are paid, does the event become confirmed. Balance due must be paid at least two business days after the reservation request has been approved.
- 3) Once payment is received, the user will be issued a permit along with a reservation confirmation letter.
- 4) The Recreation & Parks Department agrees to maintain the facility, to assure that the facility is prepared properly for the agreed-upon event, and to provide adequate sanitation facilities, subject to available equipment, resources, weather conditions and time of year. Failure to furnish any of the foregoing resulting from circumstances beyond the control of the Department shall not be considered a breach of this agreement.
- 5) The Department reserves the right to approve any and all equipment to be furnished, installed or used by the User and any such equipment authorized and used by the User shall be removed at the termination of the User's booking date.
- 6) User, at termination of booking date, shall return premises, furniture, props, equipment and fixtures used in connection therewith to the Department in good condition as when turned over to User, normal wear and tear expected. Damage and/or destruction of the above named property(s) will result in repair and/or replacement fees billed directly to the User.
- 7) User assumes responsibility and risk of damage, loss by theft, or otherwise, of property. The Department, and City of Sandy Springs are hereby expressly released and discharged from any liability for such loss while in use by user. The Department reserves the right to request a certificate of liability insurance from user.
- 8) In the event User desires to have User's property upon the premises insured against loss by fire or otherwise, User shall obtain such insurance at User's expense. The Department will not be responsible for the protection of such property against fire, theft, accident, or other cause.
- 9) User agrees that his performers, agents, participants, and employees shall conduct themselves so as not to cause hazardous situations.
- 10) All events must conclude by 11pm unless otherwise approved by the Department. Facility must be clear when permit expires, or additional rental fee will apply.
- 11) No illegal activity will be tolerated.
- 12) The sale or consumption of alcoholic beverages on premises is prohibited unless permitted by the Recreation & Parks Department and City Revenue office.



- 13)The User shall not assign this agreement or any rights there under nor to sublet said premises without prior written consent of the Department.
- 14)The user agrees to follow all rules posted at turf field(s) and other locations within the park.
- 15)The Department reserves the right to relocate or cancel your activity due to inclement weather, circumstances which could result in hazardous conditions or damage to Department property or when the Department activities dictate. In most cases, the Department will find a comparable alternative location.
- 16)You are responsible for your group and/or parties actions and conduct during your reservation. Your current and future reservation requests may be cancelled if the following should occur if you are found in violations of any of the City of Sandy Springs ordinances.
- 17)In all circumstances, the Recreation & Parks Department retains full authority for final approval and denial of facility reservation requests.
- 18)The City of Sandy Springs Recreation & Parks Department will not cancel reservation activities at the pavilions, the Hammond Turf Field or other reserved outdoor locations due to wet/rain conditions. It is up to the user or group to decide whether to conduct activity in wet/rain conditions. If users cancel events due to wet/rain conditions upon notifying the Athletic Coordinator, another use date will be provided. No refunds will be given.

By signing you acknowledge that you have read and understand the general terms and conditions listed above.

**WAIVER OF LIABILITY**

I understand that the use of the facility may involve some risk of accident or injury. I agree to indemnify the City of Sandy Springs and Contractor and their affiliates and to hold the City of Sandy Springs and Contractor. and their affiliates harmless from any liability, claims, demands and judgments arising at any time when I and/or my minor child use a facility. Therefore, my choice to use the facility, and its equipment, **is at my own risk**. I understand that the City of Sandy Springs nor the Contractor do not provide insurance for facility users, nor does it assume responsibility for accidents or injuries. However, the City of Sandy Springs may require the purchase of additional insurance per participant for certain recreational uses.

I authorize the City of Sandy Springs personnel to act in my behalf, to authorize medical treatment to, upon, or the benefit of myself and/or my minor child, for any minor injury which may occur from use of any of the City of Sandy Springs Recreation and Parks Facilities and associated activities/events. I recognize that such **treatment shall be my full responsibility**. In the event of a more serious injury that may require emergency treatment, I authorize such personnel to see that myself and/or my minor child is transported to and treated at the nearest medical facility, with **the related expense being my full responsibility**.

I also hereby grant permission to the City of Sandy Springs Parks and Recreation Department to use for any official purpose any photographs, videotapes, recordings of my facility use.

**Note:** I have carefully read, understand and agree to the City of Sandy Springs' policies as stated above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**THIS IS NOT A RENTAL AGREEMENT**

*Recreation  
and Parks*



**SANDY SPRINGS**  
G E O R G I A  
**Hammond Park Turf Field Users**

In order to fairly and efficiently meet the demands for use of facilities, the City of Sandy Springs Recreation and Parks Department is implementing the following rules and regulations regarding league rentals and reservation permits for Hammond Park Turf Field.

**Facility reservations for group leagues will be prioritized as follows:**

**First Priority:** Groups with the largest number of Sandy Springs resident participants

**Second Priority:** Sandy Springs Recreation & Parks Department youth programs

**Third Priority:** All other youth programs Groups

**Fourth Priority:** Groups making financial donations to Sandy Springs Recreation & Parks Department

**The following is required:**

1. Group Insurance
2. Group Rosters
3. Release Forms
4. An additional one-time fee of \$50.00 will be charged for field lining and set up. Additional field lining will be charged as needed.

**Additional Information for field users after.**

- League fees must be paid in full prior to the first playing night.
- Field requests including dates, times, and proof of insurance must be submitted to the Recreation & Parks Department office.
- Cancellations caused by weather interference or technical problems will be made up by extending the season. Notify Sandy Springs Recreation and Parks Athletic Office at (770) 206-2040. There will be no cash refunds.
- Conflicts and issues related to field use should be reported to the Sandy Springs Recreation and Parks Athletic Office at (770) 206-2040.

*Recreation  
and Parks*

# SANDY SPRINGS

## Recreation and Parks Event Questionnaire/Field Rental Request

Today's Date: \_\_\_\_\_

Name of Individual/Family or Sponsoring organization: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City Zip County

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Name of Person in charge: \_\_\_\_\_ Drivers Lic: \_\_\_\_\_ D.O.B. \_\_\_\_\_

Event Description: \_\_\_\_\_

Targeted age group for participation of your event: \_\_\_\_\_

Date and time of event (include setup/cleanup): Date: \_\_\_\_\_ Beginning time: \_\_\_\_\_ Ending time: \_\_\_\_\_

Monday  Tuesday  Wednesday  Thursday  Friday  Saturday  Sunday

Location Requesting:  Hammond Park  Abernathy Park  Ridgeview Park  Hitson Memorial Activities Center  
 Overlook Park (no live music or electronic player music allowed)  Morgan Falls Athletic Complex

Facility:  Hammond Pavilion 2  Hammond Pavilion 1  Hammond Multipurpose Room  Hammond Community Bldg  
 Overlook Pavilion (sections A-B):  Ridgeview Pavilion  Athletic Field  Parlor Room  Gym  Meeting Room

**(No music or any amplified sound at Overlook Park)**

### Athletic Field Rental Information

**Hammond Turf Field:** Full Field (100 yards)  "A" Section (50yards)  "B" Section (50yards)

Activity: Football  Soccer  Kickball  Wiffle Ball  Group play  Other  \_\_\_\_\_

Is this a League? Yes  No  (attach league schedule)

Any required lining? Yes  No  if yes describe: \_\_\_\_\_

**Morgan Falls Fields:** Football  Baseball  Softball  List additional info. \_\_\_\_\_

(You may list additional event details on back of form or attach separate sheet)

List other needs: Number of tables? \_\_\_\_\_ Number of chairs? \_\_\_\_\_ Other? \_\_\_\_\_

Estimate total in attendance: \_\_\_\_\_ Will you charge a fee or admission? \_\_\_\_\_ Collect offerings? \_\_\_\_\_ Solicit donations? \_\_\_\_\_

Requesting to serve alcohol: \_\_\_\_\_ (if yes, a Special Event Permit application is required, contact the Revenue Division, 770-206-1467)

For Sandy Springs Recreation & Parks Use Only:

Results: APPROVED

NOT APPROVED

Amount(s) Charged: \$ \_\_\_\_\_  
\$ \_\_\_\_\_

Sandy Springs Recreation & Parks Authorization

**Total Charged:** \$ \_\_\_\_\_