

6010 SPECIFIC EVENT VENUES WITHIN ROSWELL PARKS

(Approved 5/26/2016)

- A. The Roswell Recreation Commission may designate, at their sole discretion, a certain area, building or facility within Roswell Parks as a “Specific Event Venue.”
- B. The Roswell Recreation Commission has designated the following venues as “Specific Event Venues.”
 1. Town Square
 2. Machine Shop and Plaza (Old Mill Park)
 3. Riverside Park Bandstand Area (only the grassy lawn directly in front of bandstand)
 4. Art Center of Fouts Road (East Roswell Park)
 5. Roswell River Landing (Azalea Park)
 6. Visual Arts Center (Roswell Area Park)
 7. Art Center Est (Leita Thompson Park)
- C. A “Specific Event Venue” may be rented to individuals and organizations for an event.
- D. Upon approval by the Director of Recreation and Parks or designee, alcohol may be consumed and served within the Specific Event Venue. If the use of alcohol is approved, the following conditions apply:
 1. The event organizer must provide a detailed plan for monitoring and actively managing the alcohol in a manner to prevent alcohol from being provided, served or obtained by minors, to guests who are at risk of over consumption, and to those not invited or included in the event. A minimum of one certified police officer must be present during the entire event. This officer must be scheduled through the Roswell Park Police. The number of police officers required will be determined by the Recreation and Parks Department.
 2. Alcohol is allowed in the designated “Specific Event Venue” area only.
 3. Under no circumstances may alcohol be *sold* in any Park. Sold is defined as an exchange of money.
 4. Town Square, Old Mill Park and the Riverside Park Bandstand Area shall be rented as a Specific Event Venue only one time per calendar month.
 5. The event organizer must be at least 21 years of age with no previous alcohol-related convictions.
 6. The event organizer assumes all risk and is responsible for acquiring all necessary federal, state, and local permits.
 7. No individual and/or organization may rent any Specific Event Venue for an event at which alcohol may be served or consumed more than one time during any calendar year.
 8. All fees and deposits for use of Specific Event Venues at which alcohol may be consumed will be set by the Roswell Recreation Commission and are included in the Specific Event Venue Fee Schedule Addendum. [\(See Fee Addendum\)](#)

9. No Special Events Venue may be reserved for an event at which alcohol may be consumed or served more than 180 days prior to the date of its anticipated use.
10. The Director of Recreation and Parks may impose additional requirements and/or fees on any use of a Specific Event Venue at the expense of the renter.
11. All applicable laws, rules and regulations apply.
12. No glass bottles, containers or bottle caps may be distributed during an event.

6020 MACHINE SHOP & PLAZA AT OLD MILL PARK

(Approved 05/26/2016)

A. Purposes and Priorities

The Machine Shop & Plaza at Old Mill Park is to be used for the following purposes and have the following priorities:

1. To provide space for programs sponsored and supervised by the Roswell Recreation and Parks Department
2. To offer limited, cooperative programs in conjunction with non-profit clubs, groups and associations
3. To provide meeting space for functions of the City of Roswell.
4. To provide for rental space to groups and individuals in the community

B. Prohibition

The Machine Shop & Plaza shall not be used for commercial purposes. Commercial use is considered those activities designed to provide for a profit for the individual(s) and/or company involved. This does not prohibit a for-profit business from reserving facilities provided they do not use the facilities as a place of business or a point of sale, nor does this prohibit the hiring of an outside for profit business to provide related services for the rental group. The rental group must provide a complete list of services and companies that will be used.

Roswell Non-profit organizations may sell items to those people who are in attendance at their rental. The selling of the items must take place within the walls of the facility. All items that are to be sold must be registered with the booking agent prior to the actual rental.

C. Responsibility

The operation and scheduling of the Machine Shop & Plaza shall be the responsibility of the Director of the Recreation and Parks or designee. It is understood that the Director may delegate any and/or all portions of this responsibility to staff.

D. Availability and Restrictions

The facility is for rent on a first come / first served basis, based upon availability.

E. Advance Reservations

Reservations are allowed 18 months in advance.

F. Type of Activity

The RRPD reserves the right to restrict activities deemed not consistent with the intent of the use of facility or with the purposes of the RRPD.

G. Rental Fees and Information

1. [See Machine Shop & Plaza Fees Addendum](#)

2. Rental Hours are 8 AM to 11 p.m. Monday through Thursday and Sunday, and 8 AM to 12 a.m. Friday and Saturday.
 3. Admission fees must be approved by the Director of Recreation and Parks or designee.
- H. Rental Contracts
- Any outside group renting the Machine Shop & Plaza must complete a use agreement. The rules and regulations governing the use of the building shall be contained in the rental contract.
- I. Multiple Use
- Multiple use of the Machine Shop & Plaza by any group must be approved by the Roswell Recreation Commission. Multiple use is defined as more than two meetings booked at the same time. Two (2) consecutive calendar day rentals by the same group does not constitute multiple uses. The facility cannot be used or rented by organizations as their regular meeting place.
- J. Staff Requirements
- Rental requires security by a certified police officer at the expense of the renter for weekday rentals with alcohol and all weekend rentals. All rentals require an event staff.
- K. Maintenance and Damage Deposit
- Any group reserving the Machine Shop & Plaza is required to pay maintenance and damage deposit. The deposit shall be fully refundable provided:
1. No damage has occurred.
 2. The Facility was cleaned to specifications and trash bagged.
 3. All materials bought in by the groups have been removed.
 4. The group vacated the building on time as stated in the rental.
 5. The police officer and event staff were accurately paid by the renter.

(NOTE: The RRPD shall retain that portion of the deposit necessary to pay repair, cleanup or storage cost when these conditions are not met.)

- L. Damages
- The individual or group to whom the reservation is granted shall be liable for all damages to the assigned area of the Machine Shop & Plaza, its furnishings and equipment. If the deposit is not sufficient to cover the repair or replacement of the damaged property, the individual or group shall be notified of the damage as soon as noted and be presented with a statement of the necessary repairs and replacement.
- M. Alcohol and Deposit
- Alcohol is permitted during an approved paid rental and subject to proper permits and staff requirements. A refundable Alcohol Deposit is required for events with alcohol.
- N. Contract Cancellations
- The RRPD reserves the right to cancel the rental contract with a 90-day notice. This does not restrict the Department from canceling at any time due to violation of rules or policies.
1. Full refund with a 90 day cancellation notice
 2. \$0 if less than 90 days.
 3. 100% refund alcohol deposit

O. Parking and Optional Parking Package

The Machine Shop & Plaza at Old Mill Park has limited onsite parking that cannot be reserved for rentals. An optional offsite parking package is available. Please see addendum. The Recreation department must approve all proposed parking plans.

P. Conduct

It shall be unlawful for any person to smoke or use any tobacco product, e-cigarette, vape pen or any other "vapor products" as defined by O.C.G.A. §16-12-170 within any City of Roswell Park.

Q. Youth Groups

Youth groups must have adequate chaperones as determined by the RRPD.

R. Modification by Staff

No employee is authorized to make any permanent modifications to any part of the Machine Shop & Plaza including walls, floors, ceilings, etc., without the consent of the Director of Recreation and Parks or designee.

S. Loan of Equipment

No employee shall loan any equipment assigned to the Machine Shop & Plaza without the consent of the Director of Recreation and Parks or designee.

T. Paid advertisements

Paid advertisements for rental events at the Machine Shop & Plaza must have the prior approval of the Director of Recreation and Parks or designee.

U. Act of God Clause

The City of Roswell cannot be held responsible for any Act of God that may inhibit the rental or cause the rental to be cancelled. Deposit may be returned.