



## Clayton County Parks and Recreation 2026 Pavilion Rental Outdoor Policies and Regulations

These Policies and Regulations are intended for the Patron's and guests' protection and to ensure that all parties are aware of the privileges and liabilities associated with the use of Clayton County Parks and Recreation Park Pavilions. Please make sure that persons assisting with the event have a copy of these Policies and Regulations. Failure to follow the Policies and Regulations may result in additional charges being assessed to the Patron.

**All payments for pavilion, including the security deposit, are due at the time of booking.**

1. Reservations are issued to the first party to complete a contract and all required steps to guarantee the reservation. If a contract has not been signed and payment made in full, then the event date will remain available for other parties.
2. **There are no refunds due to inclement weather.**
3. **Payment Policy:** All payments must be made using cash (exact amount), money order, or debit/credit card (Visa or MasterCard only). No other forms of payment will be accepted.
4. The rental time encompasses both setup and cleanup, which includes arranging your belongings, dismantling equipment, and ensuring a complete cleanup.
5. **Cancellation Policy:** You must notify the Sales Office in writing (by email or in person) 30 days prior to your event date to receive a full refund. If you fail to notify us 30 days prior to your event, you will forfeit all monies including your security deposit. Cancellations, regardless of payment method, will be issued via check by our Finance Department. Please anticipate at least 30 days for processing and delivery.
6. Please ensure the pavilion is returned in its original condition to receive a full refund of your deposit. Refundable deposits, regardless of payment method, will be issued via check by our Finance Department. Please anticipate at least 30 days for processing and delivery. Refunds will be initiated on the following business day after your event.
7. The affixing of staples, thumb tacks, nails or other tacking item to the picnic tables or to any part of an outdoor facility is strictly prohibited. All signs, banners, balloons, etc. affiliated with the event, must be removed prior to exiting the park.
8. The use of chalk or other coloring on concrete floors or walls is strictly prohibited.
9. Skateboards, skating or bicycles on hand rails, picnic tables or pavilion floor is strictly prohibited.
10. The use of microwave ovens and portable generators in pavilions is strictly prohibited.
11. The use of electrical drop cords running from pavilions out into the picnic areas is strictly prohibited.
12. Tents not exceeding 10 x 10 feet are allowed in the picnic area. Tents larger than 10 x 10 are prohibited as well as tents that require tools needed to hammer into the ground.
13. The pouring of food, oil or charcoal, or other material of any kind onto grass or dirt areas around Pavilions is strictly prohibited. Please use the receptacles designated for food or oil. Cooking on any surface inside the pavilion with rocks and charcoal is strictly prohibited. Trailer grills are not permitted in the picnic areas unless pre-approved by a Sales Office staff member.
14. All trash is to be placed in the trash receptacles. Charcoal is to be left in the stationary grills. If disposing of charcoal from your personal grill, ensure it is completely cool before placing it in a dumpster, if available.
15. Parking within or near pavilions, excluding loading and unloading, is strictly prohibited. Parking is permitted only in areas marked for parking.
16. Leaving the pavilion before your allotted time does not permit you to authorize access for another user. Doing so will result in the forfeiture of your security deposit.
17. **Additional Activities/Services:** All additional activities or services must be arranged 30 days prior to your event pending approval through our Risk Management Department. This includes but not limited to Food Vendor, Moonwalk, Giant Slide, Basketball Goal and equipment, Game Truck, etc. Dunk Tank and Water Slides are prohibited.
18. Smoking or the use of tobacco products, including, but not limited to, vaping, snuff and chewing tobacco are strictly prohibited at all locations within Clayton County Park and Recreation parks.
19. Alcoholic beverages are prohibited in the park.
20. Clayton County Parks and Recreation is not responsible for unexpected environmental conditions such as bugs, flies, mosquitoes, and/or bees at pavilions and will not refund any portion of the rental fee based on this occurrence. Refunds will not be granted due to environmental conditions including inclement weather.

**I agree to abide by the policies and regulations stated above and acknowledge that I will be held responsible for any damage to or littering within the park. In such event, I agree to pay for any cost of time, cleaning, remedy, repair or other damages, which I authorize by credit card or other form of payment, to be debited accordingly.**

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Print Name \_\_\_\_\_ Date \_\_\_\_\_ Credit Card Holder's Name (Print) \_\_\_\_\_ Date \_\_\_\_\_