



Rental Policy Information

Facility Usage: Facilities may not be reserved more than one (1) year in advance and no less than 7 days from the reservation date. No facilities may be used for fundraising purposes without prior approval from the Recreation & Parks Manager. Commercial solicitation and transactions are prohibited. Requests for periodic, regularly recurring use of facilities must be approved by the Recreation & Parks Manager.

Hours: Facilities may be rented Monday - Sunday 8am to 10pm. No facility may be used past 10pm without prior approval from the Recreation & Parks Manager. Please allow appropriate time for setup before the event and clean up after your event.

Rental Agreement: To reserve the Newtown Community Clubhouse, a REC1 Rental Permit must be processed and issued to the Recreation & Parks Division.

Rental Fees: All rental fees are due at time of application.

Security Deposit: The City reserves the right to collect a security deposit if needed in the amount of \$100. If damage occurs and the cost of the damage exceeds the amount of the deposit, the rental applicant will be billed for any additional expense. Damages could lead to losing facility use privileges. The decision of whether the deposit shall be refunded is solely up to the Recreation & Parks Division and will not be refunded until the facility has been inspected by City personnel.

Facility Supervisor: If the Recreation & Parks Manager requires a Facility Supervisor to staff the renter's use of the facility, an additional Facility Supervisor fee of \$20.00/hour shall be added.

Police/Security: If the Recreation & Parks Manager requires a Police Officer to staff the renter's use of the facility, the renter will be required to hire an off-duty Johns Creek police officer to staff your use of the facility.

Cleaning: The facility must be cleaned, all decorations and trash must be removed, and the facility must be vacated by the end time indicated on the Facility Rental Agreement. The rental applicant is responsible for removal of all personal articles, including leftover food, decorations, etc., and depositing trash in the trash cans. All table tops, chairs, counter tops, and any appliances used must be wiped clean. Rental applicant shall spot mop any spills and sweep the floor if needed. If it becomes necessary for City personnel to do an extensive amount of cleaning, there will be a corresponding deduction from the security deposit, as determined by the Recreation & Parks Division.

Reservation Status: A rental reservation is considered binding after the Facility Rental Agreement has been signed by the rental applicant and approved by City personnel. Rental applicants may not advertise any event until this time.

Cancellation Policy: There will be a cancellation fee of \$25.00 if reservation is not cancelled at least 15 days prior to the event.

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Alcoholic Beverages: Consumption or possession of any alcoholic beverage within any City Park facilities is strictly prohibited.

Caterers: Rental applicants may choose to employ an outside caterer for their event. Caterers are required to abide by all policies outlined in the Facility Rental Agreement. All food and beverages must be removed from the premises after the event. Waste food, ice and beverages may not be dumped onto soil or landscaping anywhere on the premises by guests or catering staff. Rental applicants and/or their caterers are required to provide their own tableware, linens, and service needs. No catering equipment, decor or other items may be left behind or stored on the property after an event unless prior arrangements have been made with the Recreation & Parks Manager. The City of Johns Creek is not responsible for any lost or stolen equipment.

Minors: Any rental with participants under the age of 18 is required to have at least one adult chaperon for every ten minors present during the event.

Personal Property: The City of Johns Creek is not responsible for any valuables or personal property left on the premises.

Facility Appearance: The City of Johns Creek cannot guarantee that the rented space will have the same appearance as when originally viewed.

Decorations: No decorations or temporary fixtures may be affixed to the building or any architectural feature with nails, tacks, staples, or any application that will cause irreversible damage. Tape is not permitted on any walls, glass or fixtures.

Confetti: Thrown rice, birdseed, glitter, and all types of confetti are prohibited inside the Newtown Community Clubhouse.

Candles: All candles must be contained in a glass container taller than the top of the candle flame.

Smoking: Smoking is prohibited inside all City Park Facilities.

Animals: Animals are not permitted inside the Newtown Community Clubhouse without prior approval of the Recreation & Parks Manager.

Parking: When entering the park take your first right, pull all the way back, enter the round-about and take the drive in front of the brick building (senior center) which will take you directly to the clubhouse parking lot. Additional parking is available in the upper lot before entering the round-about.

Questions/Problems? If you have any questions or problems before or during your rental of the Newtown Community Clubhouse, please call 678-512-3200.

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