

**AN ORDINANCE OF THE CITY OF RICHMOND HILL, GEORGIA,  
FOR THE PURPOSE OF ADOPTING RULES TO REGULATE  
THE USE AND RENTAL OF CITY PROPERTIES BY THE  
GENERAL PUBLIC, TO REPEAL CONFLICTING ORDINANCES,  
TO PROVIDE AN EFFECTIVE DATE, AND FOR OTHER PURPOSES**

**BE IT HEREBY ORDAINED AND ESTABLISHED** by the City Council of the City of

Richmond Hill, Georgia, as follows:

**WHEREAS**, in recent years, the City of Richmond Hill has become the owner, lessor or manager of certain facilities that during certain times are not needed for governmental purposes, and

**WHEREAS**, the public in general has expressed a desire that these facilities be made available for rental or use by the general public, and

**WHEREAS**, it is found by Council to be in the best interest of the City of Richmond Hill, its citizens and all citizens in the local area that these facilities be made available at certain times to be used or rented by the general public for purposes harmonious with the

governmental ownership and stewardship of the facilities, and

**WHEREAS**, it has become desirable that the City make, publish and declare a set of Rules and Regulations regarding the rental and use of such facilities.

**NOW THEREFORE** be it ordained and established as follows:

**Section 1: Limited Application.**

This Ordinance and the Rules promulgated hereunder apply only to those facilities which, from time to time, are designated by City Council as being available for rent or use by the general public.

**Section 2: No Unlimited Availability.**

No facility of the City of Richmond Hill is available on an unlimited basis, and those properties designated by Council as being available for rent or use by the general public are available only during the limited time or times specifically designated by Council.

**Section 3: No Long Term Rentals.**

No facility of the City of Richmond Hill is available for use or rent by the general public for any period in excess of one (1) day, unless specifically approved on a case by case basis by Council.

**Section 4: Rules.**

The following rules and regulations shall apply to the rental and use of all available City facilities by the general public:

**RULES FOR THE USE AND RENTAL OF CITY FACILITIES**

The City of Richmond Hill provides and maintains its facilities and equipment for the primary purpose of governmental programs and services for its citizens and staff. In an effort to nurture community support and involvement, the City may allow the use of its buildings for appropriate educational, civic, cultural, and recreational activities. In an effort to be good stewards of such facilities, the City may limit use of facilities as described in this policy and/or may charge for use out of concerns regarding safety, security, wear and tear on buildings, increased utilities cost, inconvenience for staff members, liability

concerns, and ethics concerns.

It is the policy of the City of Richmond Hill that its facilities may be used by individuals or organizations for appropriate educational, civic, cultural, and recreational activities that do not interfere with City programs, activities, and events, on the following terms and conditions:

1. Organizations whose primary purpose is to provide funds, provide support, give other assistance for local activities or events shall have priority in use of City facilities.
2. Civic clubs or similar organizations whose purpose, among others, is to raise funds or otherwise provide support for programs of local interest shall also have priority.
3. A City facility may be rented or leased to individuals or organizations for a specific event when such use does not interfere with the normal operations of the City and when no City or other governmental activity is scheduled for

said facility. City facilities shall not be rented to any individual or organization on a consistent, repetitious basis such as daily, weekly, or monthly.

4. City-sponsored activities shall have first priority. All other activities shall be scheduled on a "first come first serve" basis with the City Manager maintaining a calendar of events which are scheduled in the respective facilities. The City may require payment of law enforcement personnel for safety and crowd control.
5. Use of City facilities for commercial or profit-making purposes is not permitted. However, City Council may make appropriate exceptions on a case by case basis for such events as festivals or parades or other activities which directly or indirectly benefit the City, its citizens or the local area.
6. Any individual or organization using City facilities must reimburse the City for the use of facilities, for the cost of utilities, for staff needed for security,

and/or cleaning purposes, and/or other incidental costs as determined by the City. Facilities cannot be used by individuals or organizations except during designated hours for each facility. The City Manager shall make rules and procedures for each facility consistent with this policy which will implement the intent of this policy.

7. Before any individual or organization is permitted to use City facilities, representatives must demonstrate that the facilities will be protected and that those in charge can ensure to the City Manager's satisfaction that the facilities will not be damaged in any respect and that any expense to the City will be reimbursed by those using the facility.
8. The City reserves the right to cancel the use agreement if it is found the facilities are needed for City or other governmental use or to rescind the agreement if it is determined that the intended use is inimical to the best interests of the City.

Rental fees must be paid in advance and shall include all time required for the planned event - such as set-up, dress rehearsals, and clean-up. The individual or organization renting the facility shall be responsible for providing its own set-up and clean-up and after the event, respectively. Tables, chairs and other equipment shall be left in the same arrangement and condition as found. The facility shall be properly cleaned immediately after the conclusion of the event. If City personnel are employed by the individual or organization to provide the set-up and clean-up, they shall be paid directly by the individual or organization at a rate of at least one and one-half (1 ½) their regular rate as determined by the City salary schedule.

The individual or organization renting the facility may be required to employ and pay security personnel as deemed necessary by the City.

**DAMAGE TO FACILITIES:**

The renting individuals or organizations shall reimburse the City for any damages that might occur to facilities during or as a result of their planned event.

### **ALCOHOL AND TOBACCO USAGES:**

Except upon licensed premises or with a special permit from City Council, no alcoholic beverages shall be allowed on any City property at any time and in any fashion.

All City facilities are tobacco-free, and renting organizations and patrons must adhere to this policy.

### **RELEASE OF LIABILITY:**

The renting individual or organization agrees to release the City of Richmond Hill from all liability associated with the use of the building or facility. User evidence of liability insurance may be required.

### **EXEMPTION OF FEES:**

When deemed appropriate, City Council may choose to waive fees for sponsoring organizations of a governmental or civic-minded nature for events which serve to promote local or governmental interests.

**Section 5: All Use and Rental Approvals Handle by the City Manager.**

All use and rental of City facilities by the general public shall be handled through the office of the Richmond Hill City Manager.

**Section 6: Reproduction of Rules.**

The City Manager is hereby authorized and required to reproduce and make available, through his office, to the general public copies of this Ordinance, the Rules contained herein and any further rules promulgated by him/her under the authority granted by this Ordinance.

**Section 7: Initial Decisions by City Manager.**

All initial decisions regarding the rental or use of City facilities, not otherwise specifically provided for herein, shall be made by the City Manager under the provisions of this Ordinance, and all such decisions by the City Manager shall be appealable to City Council.

**Section 8: Specific Repealer.**

All Ordinances and parts of Ordinances in conflict herewith are hereby repealed.

**Section 9: Effective Date.**

This Ordinance shall become effective on and after

\_\_\_\_\_.

**BE IT SO ORDAINED AND ESTABLISHED** this \_\_\_\_\_ day of

\_\_\_\_\_, 2010.

MAYOR

COUNCILPERSON

COUNCILPERSON

COUNCILPERSON

COUNCILPERSON

Attest:

City Clerk