

PUBLIC FACILITY APPLICATION AND AGREEMENT

THIS APPLICATION MUST BE SUBMITTED 30 DAYS PRIOR TO EVENT. Return completed application to: Southern Conservation Trust, 201 MacIntosh Blvd, Peachtree City, GA 30269 or scan and email to nick@sctlandtrust.org.

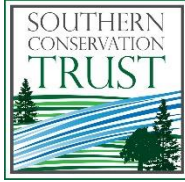
| APPLICANT | | EVENT CONTACT | |
|-----------------|-------------------|---------------------|-------|
| APPLICANT NAME | ORGANIZATION NAME | EVENT CONTACT NAME | |
| ADDRESS | PHONE | ADDRESS | PHONE |
| APPLICANT EMAIL | | EVENT CONTACT EMAIL | |

| RESERVATION INFORMATION | | | |
|---|----|-------------------------------------|-----------------|
| FACILITY/PARK (SUBMIT YOUR TOP CHOICES) | | DATE(S)/DAY | |
| 1. | 3. | JAN | JULY |
| 2. | 4. | FEB | AUG |
| FACILITY/ AREA DESCRIPTION | | MAR | SEP |
| | | APR | OCT |
| | | MAY | NOV |
| | | JUNE | DEC |
| | | (CIRCLE DAY) | |
| | | SUN MON TUES WED THURS FRI SAT | |
| | | HOURS (INCLUDE SET-UP AND CLEAN-UP) | |
| | | START | am/pm END am/pm |

| EVENT INFORMATION | |
|-------------------------------|-------------------|
| TYPE OF EVENT | |
| PROVIDE DETAILS OF YOUR EVENT | |
| TOTAL EXPECTED ATTENDANCE | HOW MANY UNDER 18 |

| VENDOR INFORMATION |
|--|
| LIST THE TYPES OF VENDORS YOU WILL BE HIRING |

| MARKETING AND PUBLICITY |
|---|
| INDICATE HOW YOU ARE MARKETING YOUR EVENT |
| For any event that will be advertised to the public, a copy of the advertisement is required with the following disclaimer printed on the flier or electronic communication: THIS EVENT IS A PRIVATE RESERVATION AND IS NOT ENDORSED OR SPONSORED BY THE SOUTHERN CONSERVATION TRUST. A copy of the flier and/or electronic communication must be submitted to Facility Reservations for approval. |



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APPLICANT NAME _____

PERMIT # _____

PAYMENT INFORMATION (All fees, including deposits, will be processed at time of application)

A Southern Conservation Trust Staff Member will contact you for your payment information. Payment must be provided in two business days.

FACILITY USERS AGREEMENT

The undersigned, both individually and on behalf of the above named applicant, agrees to indemnify, defend and hold the Southern Conservation Trust, its employees and Board of Directors harmless and free from any liability of any nature, including, but not limited to, liability for damage or injury to any persons or property, costs and attorneys fees, arising out of or in connection with the use of Southern Conservation Trust Nature Areas regardless of whether the Southern Conservation Trust was actively or passively negligent, either solely or contributory in connection with such liability.

I certify that we have received and read the rules, regulations and insurance requirements outlined in the PUBLIC FACILITIES RESERVATION AND FEE POLICIES. I, the undersigned, do hereby agree that we will abide by the policies governing the use of this facility and will be responsible for any damages to the facility, furniture, or equipment caused by our occupancy of the premises. I understand that any policy violation will result in the termination of my event.

RESERVATION IS VALID ONLY UPON RECEIPT OF WRITTEN CONFIRMATION

SIGNATURE _____ DATE _____

OFFICE USE ONLY

STAFF _____ DATE _____

ADDITIONAL REQUIREMENTS

___ Insurance ___ Chaperones ___ Security ___ Alcohol Server Permit

___ Other Applicable Permits _____

