



Instructions:

- 1.) Complete form
- 2.) "Save" and / or "Print" for your Records. *(if buttons don't work, use browser menu to save & print.)*
- 3.) Send an email to [rentals@pinelakega.net](mailto:rentals@pinelakega.net) and attach completed form,
- 4.) Click "Pay" if you wish to pay on-line. *(Save First)*

City of Pine Lake  
425 Allgood Rd.  
P.O. Box 1325  
Pine Lake, GA 30072  
404-999-4901  
[rentals@pinelakega.net](mailto:rentals@pinelakega.net)

## Application for Rental Fee Waiver

Resident Name: \_\_\_\_\_ Application Date \_\_\_\_\_

Address (PO Box and Physical): \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

What day(s) are you requesting? \_\_\_\_\_

Which facility are you requesting? \_\_\_\_\_

Describe the event: \_\_\_\_\_

Is event open to the public?  Yes  No Will participants be asked for a donation?  Yes  No Amount? \_\_\_\_\_

Will unaccompanied minor children be present at this event?  yes  no

If yes, please indicate ages and expected numbers of minor children: \_\_\_\_\_

Is an underserved population benefiting from your event?  yes  no

If yes, please identify population and how they are benefiting:

\_\_\_\_\_

Are Pine Lake residents benefiting from your event?  yes  no

If yes, please explain how Pine Lake residents are benefiting:

\_\_\_\_\_

Are you flexible on the date/time or facility you require for your event?  yes  no

If yes, please indicate alternate dates that your event might be held:

\_\_\_\_\_

# Pine Lake Facilities Rentals

## FEE WAIVER FOR COMMUNITY EVENTS

Residents who would like to conduct an event that returns value to the community may apply for a rental fee waiver

Please note that the waiver is for the rental fee only. The \$200 deposit and normal cleaning fees will apply.

## **PROCESS TO APPLY FOR RENTAL FEE WAIVER:**

Any resident of Pine Lake is invited to submit applications (due November 1st for Jan-June of the following year or May 1st for July – Dec). Applications will be evaluated by Pine Lake staff, including but not limited to the City Administrator and Facilities Manager. (see application form below)

The rental fee will be waived for accepted applicants. Deposit and cleaning fees will still apply. It is not required that you know the exact date of your event. If you do not know the date please give as much **information as possible (i.e. “Weekday afternoon in April” or “Monthly evening meetings from July through November”).**

Residents who do not complete the application by the due dates will not be eligible to receive a rental fee waiver for the subsequent 6-month period.

Once the application period has closed, staff will score the applications based on criteria established by Council. Every effort is made to accommodate requests; however, space is limited.

The City Administrator will submit to Council by the work session following the deadline:

1. a scored list of applications indicating those selected to receive the rent waiver and
2. copies of all applications with associated scoring sheet.

Applicants who have received a waiver will need to complete the Resident Rental Agreement and submit it with the deposit and cleaning fee. Date(s) will not be reserved on the rental calendar until the deposit, cleaning fee and application are received by City Hall.

Any applicant who wishes to appeal the decision of the staff may present their appeal to the City Council at the following City Council meeting. Please notify City Hall of your intent to appear no later than 7 days prior to the next council meeting so that you can be added to the agenda. The City Council will vote on each appeal by either granting the appeal or upholding the staff decision.