



Department of Parks, Recreation, and Facilities

## **FRANKLIN GATEWAY SPORTS COMPLEX FIELD RESERVATION PACKAGE**

### **NOTICE**

Practice reservations shall submit a Field Reservation Application, and any required documents, no later than fourteen (14) days before the requested reservation date(s).

Camp, game, league, and tournament reservations shall submit a Field Reservation Application, any required documents, and security deposit no later than thirty (30) days before the requested reservation date(s).

Requests received after the deadline date will not be approved. A reservation date is not confirmed until all items have been received and the Facility Reservation Application has been approved by the Parks, Recreation and Facilities Department.



Department of Parks, Recreation & Facilities  
Franklin Gateway Sports Complex  
1034 Franklin Gateway  
Marietta, GA 30067  
770-794-5056  
[franklingateway@mariettaga.gov](mailto:franklingateway@mariettaga.gov)

## **PARK USE AND FIELD RESERVATIONS POLICY**

### **PURPOSE**

To provide an official policy for the operations and field reservations of the Franklin Gateway Sports Complex (FGSC), in a manner to ensure equitable distribution and maximum utilization of City facilities by the public.

### **COVERAGE**

This policy, upon adaptation by the City of Marietta, shall be applicable to the operation and use of space at the FGSC until such time that the policy statement is altered, modified, or rescinded by the City of Marietta.

### **POLICY**

The City of Marietta hereby establishes the following policy:

#### **1. FACILITY**

FGSC is designed to provide multipurpose space including three (3) full sized multi-use soccer fields, featuring Shaw Sports Turf equipped with evaporating cooling technology, a walking trail, a youth playground area, covered pavilion, concessions, and restrooms (including a family restroom).

#### **2. PARKING**

Parking at FGSC includes a total of 207 parking spaces available for event staff, participants, and officials, which includes six (6) accessible parking spaces. Two (2) additional spaces are designated as EV charging stations and should be utilized in that capacity only. Organizations are responsible for securing additional parking unless otherwise agreed upon.

### **3. FACILITY USAGE**

The following priority shall be established for scheduling functions at the FGSC:

- Reservations for Atlanta United.
- City of Marietta programs and events.
- Programs and activities co-sponsored by the City of Marietta and other sponsors.
- Programs and activities sponsored by schools, college/universities, civic and youth non-profit sports organizations.
- Programs and activities sponsored by adult non-profit sports organizations.
- Activities and events for private functions held by individuals and groups who are residents of the City of Marietta.
- Profit making organizations, seminars, tradeshow, etc.

### **4. HOURS OF OPERATION**

FGSC shall be available for use during times as established by the City of Marietta. The Department Director or his/her designee shall reserve the right to alter the hours of operation due to weather or for health and safety of the public or employees.

### **5. RESERVATION PROCEDURES**

- The Parks, Recreation and Facilities Department reserves the right to limit the amount of play permitted on the facility's fields.
- The person making the application to reserve a field(s) must be at least 21 years of age and must assure adequate supervision when using the facility.
- It is the responsibility of the organization president and/or the individual identified as the person in charge of the reservation to enforce the rules and regulations regarding the conduct of the group while on permitted facilities.
- The Parks, Recreation and Facilities Department will determine the fields available for reservation.
- Fields may only be rented on a one (1)-hour minimum/maximum time block.
- **Field marking is only permitted through vendors approved by City of Marietta, at the expense of the renter, not the City of Marietta.**
- All rental groups are responsible for their own trash and cleanliness of the rental area.
- Amplified sound is not allowed on any field without City approval and must be noted on the application.
- The use of artificial noisemakers, horns, rattles, bells, and whistles by spectators is not allowed.
- The use of devices/equipment that produce smoke or flames is not allowed.
- The reservation is not confirmed until the Facility Reservation Application has been approved by the Parks, Recreation and Facilities Department.
- **No changes to the reservation can be made within seven (7) days of the start of the event.**

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Initials

## 6. RESTRICTIONS

The Parks, Recreation and Facilities Department may refuse to reserve facilities for the following reasons:

- Not available.
- Unsatisfactory record of not meeting General Rules of Use ([page 10](#)) in prior use.
- When a hazardous condition threatens the participants, spectators, staff, facility, or equipment.
- If all requirements of Federal, State, and local laws, this policy, or the City Council are not met.
- If the activity is not compatible with accepted legal and moral standards or could be detrimental to the best interests of the community and/or the Parks, Recreation and Facilities Department.

## 7. PAYMENTS OVERVIEW

<u>Rental Type</u>	<u>Security Deposit Amount</u>	<u>Security Deposit Due Date</u>	<u>Full Payment Due Date</u>	<u>Cancellation of Reservation</u>
Practices	No security deposit required	No security deposit required	Full payment for all practice dates for the entire month are due seven (7) days in advance of that month <i>[i.e. if ten (10) practice dates are reserved for January, full payment for all ten (10) dates is due seven (7) days prior to January 1].</i>	All reserved dates for the month will be cancelled by the City of Marietta in the event the payment terms are not met.
Camps, Games, Leagues, and Tournaments	\$1,000.00*	At time of reservation <i>[reservation will not be confirmed without receipt of deposit]</i>	Full payment for all event dates is due seven (7) days in advance of the first date of event <i>[i.e. if a three (3)-day event is scheduled for June 21-23, full payment for event is due seven (7) days prior to June 21].</i>	All reserved dates for the event will be cancelled by the City of Marietta, plus the loss of the \$1,000.00 security deposit to the organization in the event the payment terms are not met.

*\*\$1,000.00 deposit not required for organizations that have a minimum of a ten (10) day satisfactory rental record in the previous six (6) months, meeting all General Rules of Use ([page 10](#)).*

## 8. PAYMENTS

- All payments shall be made payable to the “City of Marietta.”
- Credit card payments can be made by calling (770) 794-5601.
- Checks must be received a minimum of seven (7) days prior to actual usage of the fields and mailed to:

City of Marietta  
Parks, Recreation and Facilities Department  
PO Box 609  
Marietta, GA 30061

## 9. SECURITY DEPOSITS

The \$1,000.00 refundable security deposits will be refunded under the following conditions:

- All General Rules of Use ([page 10](#)) have been met.
- All balances due from rental are paid in full seven (7) days in advance of event.

## 10. REFUNDS

- Refunds can be issued if conditions require cancellation of the reservation by the Parks, Recreation and Facilities Department.
- **Refunds on cancellation of reservation by an organization may not be given unless the request is received at least seven (7) days prior to the date of the activity/event, with the only exception being a cancellation due to Force Majeure.**
- Request for refunds resulting in a cancellation by the applicant must be **made in writing** by email to [franklingateway@mariettaga.gov](mailto:franklingateway@mariettaga.gov).

## 11. FIELDS AVAILABLE FOR RENTAL

The following fields at FGSC are available for reservation:

Field #1	Synthetic, 336' x 225' /112' x 75' Soccer/110'x 60' Lacrosse
Field #2	Synthetic, 336' x 225' /112' x 75' Soccer/110'x 60' Lacrosse
Livingston Field	Synthetic, 336' x 225' /112' x 75' Soccer/110'x 60' Lacrosse

## 12. FIELD RENTAL RATES

### **Class A: Resident Youth Organization**

These are locally organized youth groups whose membership is comprised of at least seventy-five percent (75%) Cobb County residents.

Ex.: Athletic team from any Parks and Recreation Department in Cobb County, Cobb County based youth organizations, Boy and Girl Scouts, etc.

**Class B: Resident Service Clubs of Organizations**

These are Cobb County based non-profit civic, social, or service organizations, social welfare agencies or organizations.

Ex.: Kiwanis Club, Rotary Club, Lions Club, Junior Service Leagues, American Legion, Optimists Club, etc.

**Class C: Private Resident Groups**

These are local resident groups, either adult or youth, with a membership that is comprised of at least fifty percent (50%) Cobb County residents.

Ex.: Sports teams and organizations comprised of less than 75% but more than 50% Cobb County residents, religious groups, HOA's, alumni groups, neighborhood associations, etc.

**Class D: Non-resident Groups**

These are groups that do not meet the qualifications of Class A, B or C, but are not commercial in nature or fund-raising groups.

Ex.: Groups who are not comprised of a minimum of 50% Cobb County residents.

**Class E: Commercial Groups or Fund-Raising Groups**

These are groups interpreted to be commercial, in nature non-recreational, or any of the above groups utilizing facilities for fund-raising purposes.

Ex.: Profit-making organizations, seminars, trade shows, etc.

**Single Rectangular Athletic Field (Total of Three Fields Available)**

- Class A – \$60.00/hour
- Class B – \$70.00/hour
- Class C – \$80.00/hour
- Class D – \$90.00/hour
- Class E – \$100.00/hour

**13. EXTRA FEES**

- Lights - \$25.00/hour per field
- Field marking and equipment – Rate varies

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Initials

## **14. FIELD RESERVATION TYPES AVAILABLE**

### **Practices**

- All organizations requesting practice reservations, shall submit a Field Reservation Application, and any required documents, to [franklingateway@mariettaga.gov](mailto:franklingateway@mariettaga.gov), no later than fourteen (14) days before the requested reservation date(s).
- Practice requests can be made no sooner than three (3) months in advance.
- Practices are limited to three (3) days per organization per week maximum.
- Reservations for camps, games, leagues, tournaments, or city sponsored events may take precedence over practices.
- Total hours are not capped meaning the actual hours of rental will be the total rental time.

### **Camps, games, leagues, and tournaments**

- Camps, games, leagues, and tournaments shall submit a Field Reservation Application, and any required documents, to [franklingateway@mariettaga.gov](mailto:franklingateway@mariettaga.gov), no later than thirty (30) days before the requested reservation date(s).
- Camps, games, leagues, and tournaments requests can be made up to one (1) year in advance.
- Total hours are not capped meaning the actual hours of rental will be the total rental time.

## **15. FIRST AID AND MEDICAL REQUIREMENTS**

Organizations are required to provide a Certified First Responder or Certified Athletic Trainer onsite to oversee all sports related injuries and emergencies during all official games, tournaments, and other special sporting events.

## **16. CERTIFICATE OF INSURANCE**

- All organizations shall provide an unexpired certificate of liability insurance issued within the past year, at no expense to the City of Marietta, shall be submitted with the reservation request.
- The City of Marietta shall be identified as an additional named insured on the insurance certificate.
- Liability limits shall be \$1,000,000.00 combined single limit for personal injury and property damage.

## **17. WAIVERS**

- All organizations shall complete, sign, and submit the City of Marietta Indemnity agreement (pages 12-13).

## **18. CONCESSIONS**

- The City of Marietta shall contract out concessions for the sale of food and soft drink beverages.
- No other vendors may provide, cater, and/or sale goods and services at the facility without written approval from the contracted vendor and Department Director or designee.

## **19. CONCUSSION MANAGEMENT**

**Georgia Return to Play Act of 2013** – As of January 1, 2014, all youth athletic programs are required to educate youth athletes and their parents on the dangers of concussions during athletic events.

Because of this legislation, the Parks, Recreation and Facilities Department requires all youth athletic organizations to implement the requirements necessary to comply with the Georgia Return to Play Act of 2013:

1. Prior to the beginning of each athletic season of a youth athletic activity, provide an information sheet to all youth athletes' parents or legal guardians which informs them of the nature and risk of concussion and head injury.
2. If a youth athlete participating in a youth athletic activity exhibits symptoms of having a concussion, that athlete shall be removed from the game, competition, tryout, or practice and be evaluated by a health care provider.
3. If a youth athlete is deemed by a health care provider to have sustained a concussion, the coach or other designated personnel shall not permit the youth athlete to return to play until the youth athlete receives clearance from a health care provider for a full or graduated return to play.

Additional resources are offered by the Centers for Disease Control (CDC) which can be found at:

**[https://www.cdc.gov/headsup/basics/concussion\\_symptoms.html](https://www.cdc.gov/headsup/basics/concussion_symptoms.html)**



### GENERAL RULES OF USE

1. An employee shall be on duty in the facility during all hours of operation or whenever the facility is open to the public; should you need any assistance or have questions while you are at the facility, please see the staff person on duty.
2. The facility shall be open to persons who are upon the premises for specific programs, activities, functions, or other official business.
3. The following shall be prohibited within or on the premises of the facility:
  - a. Smoking/vaping within the entire facility grounds, including the parking lot.
  - b. All illegal drugs and other substances.
  - c. Possession and consumption of alcoholic beverages.
  - d. Animals are not permitted on the playing fields. All domesticated pets within the park must be kept upon a leash. **Please clean up after your pet.**
  - e. Any type of behavior that is detrimental to the normal operation of the facility or of the safety of the public or employees.
  - f. No food, gum, or drinks are allowed beyond the gates to the fields. This includes sports drinks, soft drinks, coffee etc. Drinking water will be allowed.
5. Banners may not be posted without City approval.
6. No decorations, posters, signs, or temporary fixtures may be affixed to structures or picnic tables with tape, nails, tacks, staples, or any application that will cause irreversible damage.
7. The City of Marietta shall contract out concession operations for the sale of food and soft drink beverages. No other vendors may provide, cater, and/or sale goods and services at the facility without written approval from the Department Director or designee.
8. Grills are prohibited within the complex.
9. Heating devices are prohibited within the complex.
10. Pop-up and other canopy tents, umbrellas, flags, etc., shall not be nailed or pegged into the turf surface if setup on the playing fields or any lawn surface.
11. Shoes for field play must be designed for **Artificial Turf** sports to include soccer shoes, lacrosse shoes, rugby shoes, etc. Artificial Turf cleats should be round, rubber-studded w/short studs. Metal studs/cleats, blades and spikes are not allowed on the fields.
12. Persons/groups wishing to utilize the field lights must indicate this need on their reservation application and pay the additional fee for light usage. Once the lights are turned on, they will remain on only if there is a preceding reservation(s) for the evening. The hourly light fee will be charged to all reservations which utilizes the lights.
13. Children should remain with their parents while utilizing the facility. At no time should they be allowed to run freely onto the playing fields. When children are on the playground, parents should be with them and keeping a watchful eye on them. All children should be accompanied by their parents to the concessions stand and to the restrooms.
14. **After rental, each user group is responsible for picking up trash and debris and depositing it into the proper trash bins. The field and any adjoining areas affected by a group's use must be picked up and cleared of all trash.**
15. Please leave park areas immediately after games and practices safely and quietly, especially after late games. Please practice being good neighbors in our residential neighborhoods.

**I have read and agree to follow all General Rules of Use.**

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Printed Name/Organization of Applicant \_\_\_\_\_



## Facility Reservation Application

Today's Date: \_\_\_\_\_

### GROUP INFORMATION

Name of Organization: \_\_\_\_\_ Website: \_\_\_\_\_

Number of Years in Continuous Operation: \_\_\_\_\_ Non-Profit Status? Yes \_\_\_\_\_ No \_\_\_\_\_ Non-Profit ID#: \_\_\_\_\_

### CONTACT INFORMATION

Reservation Contact: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

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

Mailing Address: \_\_\_\_\_ Apt./Suite #: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Billing/Finance Contact: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

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

Mailing Address: \_\_\_\_\_ Apt./Suite #: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### RESERVATION (If reservation request is more than 3 days, please attach a list of dates and times you are requesting.)

Date(s)	Time	# Fields Needed	Lights	Time Needed
_____	_____	1 _____	Yes _____	_____
_____	_____	2 _____	No _____	_____
_____	_____	3 _____		

Other (Specify): \_\_\_\_\_

Activity/Sport: \_\_\_\_\_

### CLASSIFICATION INFORMATION

# Teams: \_\_\_\_\_ # Participants: \_\_\_\_\_ Check one: Adult \_\_\_\_\_ Youth \_\_\_\_\_ (specify age group) \_\_\_\_\_

What percentage of participants are Cobb County Residents? \_\_\_\_\_

*Please include a current team(s) roster(s) with address information with this application.*

#### **Please answer all questions.**

Fundraising activity/event?	Yes _____ No _____	Will items be sold?	Yes _____ No _____
Will a fee be charged?	Yes _____ No _____	Will fields require special marking?	Yes _____ No _____
Will amplified sound be used?	Yes _____ No _____		

Is your organization compliant with Georgia Return to Play Act of 2013?

Yes\_\_\_ No\_\_\_

Additional services needed? \_\_\_\_\_

**Documents submitted:**

- |   |                   |
|---|-------------------|
| 1. Completed application with all pages initialed               | Yes_____ No _____ |
| 2. Signed General Rules of Use                                  | Yes_____ No _____ |
| 3. \$1,000.00 security deposit*                                 | Yes_____ No _____ |
| 4. Certificate of Liability Insurance issued within past year   | Yes_____ No _____ |
| 5. Copy of team(s) roster(s) (for classification determination) | Yes_____ No _____ |
| 6. Signed City of Marietta Indemnity agreement                  | Yes_____ No _____ |

*\* \$1,000.00 security deposit not required for practice reservations or for organizations that have a minimum of a ten (10) day satisfactory rental record in the previous six (6) months, meeting all General Rules of Use (page 10).*

The permittee agrees to release, absolve, indemnify and hold harmless the City of Marietta, its employees, agents, and officials from and against all claims, demands, liabilities, suits, judgments and decrees, losses and costs and expenses of any kind or nature whatsoever on account of injuries to or death of any person or persons or damage to any property occurring directly or indirectly from permitted activities conducted by the permittee or his employees, agents, servants, invitees or associates however such injuries or death or damage to property may be caused.

**The individual signing this contract will be responsible for all fees and damages.**

**I have received, read, and understand the City of Marietta Parks, Recreation and Facilities Department's Field Reservation Package and agree to comply with all terms.**

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Printed Name of Applicant \_\_\_\_\_

Name of Organization \_\_\_\_\_

**FOR OFFICE USE ONLY**

Date Application Received_____	Class_____	Field # Assigned_____	Approved by (Staff) _____
Reservation Fee \$_____	Lights \$ _____	Field Marking \$ _____	Deposit \$ _____ Total \$ _____
Total Paid \$ _____	Paid by Cash/Check#/Credit Card _____		Payment Date _____
Receipt # _____	Received by (Staff) _____		
Amount of Deposit Refunded \$ _____	Deposit Refunded on (Date) _____		
Deposit Refunded by (Staff) _____	RFC# _____		

# **CITY OF MARIETTA INDEMNITY**

## **FRANKLIN GATEWAY SPORTS COMPLEX**

In consideration of use of the Franklin Gateway Sports Complex, hereinafter referred to as "FGSC", the undersigned organization/business/group/individual (the "Undersigned") hereby agrees and warrants that, to the extent permitted by law, it shall defend, indemnify and save harmless the City of Marietta, its officers, directors, employees and any other person, firm or corporation charged or chargeable with responsibility or liability, their heirs, administrators, executors, successors and assigns and agents ("City Indemnitees") from any and all costs, expenses, restrictions, claims, demands, suits, actions, proceedings, damages, liabilities, deficiencies, judgments, levies, costs or expenses, including, but not limited to, reasonable attorney's fees and expenses of any kind and nature, arising directly or indirectly from or in connection with the conduct or management of the programs and activities of the Undersigned at FGSC, including, but not by way of limitation, any claim for damages to property or injuries to or death of any person or persons relating to or arising from the use of FGSC or related activities ("Claims"); provided, however, that the Undersigned shall not be required to indemnify the City Indemnitees with respect to any Claims caused by the negligence or wrongful acts, errors or omissions of the City of Marietta.

Without limiting the generality of the foregoing, the Undersigned organization/business/group/individual agrees that it shall reimburse the City of Marietta for reasonable legal fees and other costs incurred in the City of Marietta's defense of such Claims of litigation. The City of Marietta shall have the right to participate in the defense of any Claims or litigation and shall have the right to approve any settlement of any third party claim that would lead to loss, liability, or create any financial or other obligation on the part of the City Indemnitees for which the City Indemnitees are not entitled to indemnification hereunder, or which provides for injunctive or other non-monetary relief applicable to the City Indemnitees, or does not include an unconditional release of all City Indemnitees.

The City of Marietta hereby agrees and warrants that it shall defend, indemnify and save harmless the Undersigned, its officers, directors, employees and any other person, firm or corporation charged or chargeable with responsibility or liability, their heirs, administrators, executors, successors and assigns and agents ("Undersigned Indemnitees") from any and all Claims to the extent provided by Georgia law; provided, however, that the City of Marietta shall not be required to indemnify the Undersigned with respect to any Claims caused by the negligence or wrongful acts, errors or omissions of the Undersigned.

Without limiting the generality of the foregoing, the City of Marietta agrees that it shall reimburse the Undersigned for reasonable legal fees and other costs incurred in the Undersigned's defense of such Claims of litigation. The Undersigned shall have the right to participate in the defense of any Claims or litigation and shall have the right to approve any settlement of any third party claim that would lead to loss, liability, or create any financial or other obligation on the part of the Undersigned Indemnitees for which the Undersigned Indemnitees are not entitled to indemnification hereunder, or which provides for injunctive or other non-monetary relief applicable to the Undersigned Indemnitees, or does not include an unconditional release of all Undersigned Indemnitees.

The Undersigned acknowledges that the agreement hereby releases and discharges the City of Marietta, its officers, directors, employees and agents, of any and all claims, relating to any bodily and personal injuries or damages to property and the consequences thereof resulting from its use of FGSC arising directly or indirectly in connection with the conduct or management of the programs and activities of the Undersigned, except to the extent such claims, relating to any bodily and personal injuries or damages to property are caused by the negligence or wrongful acts, errors or omissions of the City of Marietta.

It is further agreed and understood that said use of FGSC is not to be construed as an admission of liability and acceptance of assumption of responsibility by the City of Marietta, its officers and members.

INITIALS: \_\_\_\_\_

**Assumption of Risk**

I, the undersigned, am aware that there are significant inherent risks associated with use of FGSC and its amenities and in all aspects of athletic activities. These risks include, but are not limited to: falls which can result in serious injury or death; injury or death due to negligence on the part of myself, or other people around me; injury or death due to improper use or failure of equipment; dehydration; and, strains and sprains. I am aware that any of these above mentioned risks may result in serious injury or death to myself. I understand that should I feel light-headed, faint, dizzy, nauseated, or experience pain or discomfort, I am to stop the activity immediately. I willingly assume full responsibility for the risks that I am exposing myself to and accept full responsibility for any injury or death that may result from participation in any activity or class while at FGSC. I am aware that this agreement is ongoing and will apply to all future activities at FGSC.

INITIALS: \_\_\_\_\_

**Photography/Video Release**

Participants entering FGSC and/or participating or viewing activities at FGSC may be photographed or videotaped at any time. The undersigned hereby consents to the use of these photographs and/or videos without compensation, on the City of Marietta website or in any editorial, promotional or advertising material produced and/or published by the City of Marietta.

INITIALS: \_\_\_\_\_

I have **read** and **understood** the foregoing assumption of risk, and release of liability and I understand that by signing it obligates me to indemnify the parties named for any liability for injury or death of any person and damage to property caused by my negligent or intentional act or omission; provided, however, that the undersigned shall not be required to indemnify the City Indemnitees with respect to any Claims caused by the negligence or wrongful acts, errors or omissions of the City of Marietta to the extent provided by Georgia Law.

**PRINTED NAME OF ORGANIZATION/BUSINESS/GROUP/INDIVIDUAL:**

\_\_\_\_\_

**PARTICIPANT SIGNATURE:** \_\_\_\_\_

**CERTIFICATE OF INSURANCE SAMPLE**

POLICY NUMBER:

COMMERCIAL GENERAL LIABILITY

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY

**ADDITIONAL INSURED - OWNERS, LESSEES OR  
CONTRACTORS (FORM B)**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART.

**SCHEDULE**

**Name of Person or Organization:**

CITY OF MARIETTA

(If no entry appears above, information required to complete this endorsement will be shown in the Declaration s as applicable to this endorsement.)

WHO IS AN INSURED (Section II) is amended to include as an insured the person or organization shown in the Schedule, but only with respect to liability arising out of "your work" for that insured by or for you.

**SAMPLE**



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
Today's date

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b>		<b>CONTACT</b>	
Name and address of insurance company		NAME:	
Include any d.b.a.'s or other business/company names		PHONE (A/C, No, Ext):	FAX (A/C, No):
		EMAIL ADDRESS:	
		INSURER(S) AFFORDING COVERAGE	
		NAIC #	
<b>INSURED</b>		INSURER A:	
Name and address of the production company:		INSURER B:	
Include any d.b.a.'s or other business/company names		INSURER C:	
		INSURER D:	
		INSURER E:	
		INSURER F:	

## COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADOL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<b>GENERAL LIABILITY</b> <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR <input type="checkbox"/> <input type="checkbox"/> GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMPIOP AGG
A	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> <input type="checkbox"/> NOHA, PHYS. DMG.						COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) PHYSICAL DAMAGE
A	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE AGGREGATE
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (MANDATORY IN NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N					<input type="checkbox"/> WC STATUS- TORY LIMITS <input type="checkbox"/> OTH- ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT
A	<b>PROPS, SETS &amp; WARDROBE MISCELLANEOUS EQUIPMENT THIRD PARTY PROPERTY DAMAGE</b>						

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Please include address of film shoot, and any additional information regarding the details of the shoot.

## CERTIFICATE HOLDER

## CANCELLATION

City of Marietta  
205 Lawrence St.  
Marietta, GA 30060

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

*Signature of Insurance Representative*

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