

LEGACY | DECATUR

LEGACY DECATUR BOARD MEETING

Thursday, May 27, 2021

5:30 p.m.

Due to the Public Health State of Emergency this meeting will be held remotely.

Access Instructions

to register for the meeting, please use the link below

<https://us02web.zoom.us/meeting/register/tZwodOuhpjkqHtFx4coNtkrRvUqKgJRhVZmH>

AGENDA

1. Call to Order
2. Review and Approval of Minutes from March 25, 2021 meeting
3. Presentation by the Decatur Land Trust
4. Presentation by Andrew MacIntosh on a proposed Eagle Scout project involving the stone barn
5. Action Items
 - A. Request to support reallocation of capital funding budgeted for the barn renovation to provide additional funding for building code upgrades in other buildings with viable tenant rental revenue.

The board approved a recommendation to the City Manager for a the Public Facilities Authority capital budget for FY21 and a proposed capital budget for FY22 that included funds to stabilize the barn in the current budget and fully renovate the barn in the FY22 budget. Since that recommendation was adopted by the board in March, several tenant prospects for three other buildings on the property have been identified and meetings with the City Manager confirmed funds available for capital costs for the FY22. A different approach has been identified to make the barn usable that would allow us to fund expenditures necessary to lease out three additional buildings on the property. This plan was presented to the Master Plan Committee of the board.

Staff recommends approval to move forward with this revised plan.

- B. Presentation of rental policies and rates for facility rentals, festivals and event rentals and weddings rentals. Setting of rates and policies for a variety of short-term rentals at Decatur Legacy Park.

Staff recommends approval

- C. Presentation of interim policies related to dogs off-leash at Legacy Park.

The City of Decatur has an ordinance that requires all dogs to be on lease on public property. When the City purchased the Legacy Park property there was a tradition of allowing dogs off lease around the pond, in the meadow and on foot paths in the forested area. With the increase in park usage, we have received an increasing number of complaints about dogs off-leash and not being controlled by their owners.

We propose a 60-day trial period beginning June 1, 2021 for modified off-leash use of the property to include: requiring dogs be on-leash while in the front of the property around the buildings and allowing dogs to be off-leash below the fenced area if they are under voice command. Signs notifying dog owners of the trial period, outlining the changes and a definition of voice command would be posted around the property.

Staff recommends approval of 60-day trial period of modified off-leash use beginning June 1st through July 31st with a report back to the board at your July 22nd board meeting.

- 6. Project Updates
 - A. Signage Branding Project Questionnaire
 - B. Letters of Intent Updates
 - C. Project Grant Reports
 - D. Wedding Rentals
 - E. John Lewis Project Update
 - F. Global Growers Grant for Garden Upgrades
 - G. Affordable Housing Next Steps

- 7. Additional Business

- 8. Adjourn

MINUTES

LEGACY DECATUR BOARD OF DIRECTORS

March 25, 2021

The regular board meeting of the Legacy Decatur Board was called to order by Chair Tony Powers. Other board members attending were Andrea Arnold, Mark Arnold, Ed Bowen, Mark Ethun, Patti Garrett, Peggy Merriss, Paul Mitchell, and Brian Smith and Meredith Struby.

Board members were asked to approve the minutes from the regular meeting January 28, 2021. On a motion by Peggy Merriss, second by Ed Bowen, and all voting aye, the board approved the minutes for the January 28, 2021 board meeting as presented.

Lyn Menne provided an update on the board's participation in the John Lewis Tribute project. The MOU with DeKalb County is complete and the separate checking account to hold contributions has been set up. Mayor Garrett reported that a public announcement about the tribute effort and the fundraising will be released soon. The task force has received 19 submissions from artists. We will coordinate activating the donation button on the Legacy Decatur website with the release date of the press packet.

Lyn Menne presented a series of updates on Legacy Decatur activities:

Administrative Assistant Position:

After receiving many applications and interviewing 8 candidates, an offer was made to Madeleine Henner. She is a graduate of Decatur High School and Davidson College and has worked with various non-profit organizations as a volunteer. She also spent a year working as a research fellow at Stanford University working with their American Voices Project. Madeleine will provide administrative support and manage event rentals at Legacy Park. She will start on April 12th and work 30 hours per week.

Board Term Updates:

Lyn presented of board appointments and terms that included randomly assigning staggered term dates to the at large members. Based on the original appointment dates and staggered term assignments, Meredith Struby and Ed Bowen were up for reappointment this month to full terms. Marc Ethun is up for reappointment to a full term in August of this year. Board appointments are confirmed by the Decatur City Commission.

Andrea Arnold reported that these reappointments were presented to the Decatur City Commission at their March 15th board meeting and were approved. Marc's term does not expire until August 2021, but she presented the request at one time to cover all appointments for this current year. Since original at-large board members had a March start date and the four more recently added at-large members have an August start date, Peggy Merriss suggested that we change all appointment dates to the same month going forward. It was agreed that going forward all board appointment dates would be given a July start date. Lyn will correct the board term records to reflect that change.

Audit Update:

Lyn Menne reminded the board of plans to reissue the RFP for auditing services in August of 2021 based on advice from the firms we talked with about timelines. The audit would be conducted in 2022 starting with the 2021 fiscal year.

Legacy Park Updates:

Lyn Menne provided an update on the renovation of the Dining Hall and the repair of the Sheddon Cottage Roof. The dining hall renovation contract was approved by the City Commission. Marc Ethun asked the name of the contractor and Andrea Arnold reported that it was a company named Tower Interior. They had extensive experience with both non-profit and commercial clients. We hope that the Seddon Cottage bid recommendation will be on the April 19th City Commission Agenda.

Lyn also reported on various site improvement projects at Legacy Park. We continue to focus on landscape projects and debris removal. A listing of landscape projects for volunteers has been posted on our website. The farm fencing is scheduled to be installed as soon as the rains stop. The City Arborist has been organizing several tree planting efforts at the property too.

Action Items:

Revised and Proposed Budget Recommendations for Capital Costs at Legacy Park:

The board was presented with a proposed capital budget recommendation to be presented to the City Manager. The budget includes recommendations for the revised City budget for items included in the Public Facilities Authority fund. The proposed budget includes items to include in the PFA fund for the next fiscal year that begins July 1, 2021.

The revised budget includes 50% of the cost of the farm fence installation, critical plumbing repairs at several of the buildings and reimbursement of Legacy Decatur for professional design fees related to the stabilization of the barn. The current budget includes funds for the stabilization of the barn.

The proposed budget request focuses on capital costs to cover the renovation of the barn as a multi-use facility and center for an environmental education program. It also includes the cost of ADA ramp installation at the chapel and dining room, repair costs for the chapel door, Phase I of a site wide wayfinding sign program and the purchase of recycled plastic picnic tables.

These budgets represent a request for funding from the Legacy Decatur board for submission to the City Manager. The final budget will be developed by the City Manager and her staff in consultation with the Legacy Board staff for submission and consideration by the Decatur City Commission.

There was general board discussion about projects and the consideration of the return on investment from projected rental income. Several board members expressed concern about only considering rate of return and stated that we should also consider the cost of not investing

in the buildings. Other members stated that we should also remember that we needed to consider repurposing the buildings as a public benefit and the greater good and not just whether renovation costs will be offset by rental income. We want to be mindful of costs but also have a clear narrative about how the buildings will be used to support the vision and mission of the park.

On a motion by Ed Bowen, second by Patti Garrett, and all voting aye, the board approved the recommended the revised budget and proposed budget for capital costs at Decatur Legacy Park for submission to the Decatur City Manager.

Authorization to Apply for Beer and Wine Special Event License for Truckin Tuesday Event:

We plan host Truckin Tuesday food truck events every Tuesday in May and again in September. Participants will be asked to wear masks and practice social distancing for this outdoor event. Legacy Decatur will handle the sale of beer and wine at the event to raise money for the park. We are requesting authorization from the board to apply for a local and state non-profit, special event license for the sale of beer and wine. Alcohol insurance is currently in place.

On a motion by Brian Smith, second by Patti Garrett and all voting aye, the board authorized the executive director to apply for the required local and state licenses to allow for the sale of beer and wine at the Trucking Tuesday events.


Board members were reminded about the city commission work session at 6:30 p.m. on April 19th and asked to participate. The zoom registration information will be forwarded to each member.

There was no additional business.

On a motion by Brian Smith, second by Andrea Arnold, and all voting aye, the meeting was adjourned.

LEGACY | DECATUR

MEMORANDUM

TO: LEGACY BOARD OF DIRECTORS
FROM: LYN MENNE 
RE: REALLOCATION OF CAPITAL FUNDS FOR BUILDING UPGRADES
DATE: MAY 21, 2021

The purpose of this memorandum is to request authorization to work with the City Manager to reallocate funds identified for the barn stabilization in the current PFA FY21 and proposed PFA FY22 budget to allow more flexibility in leasing existing buildings at Legacy Park. This reallocation would allow us to activate more buildings in the main area of the property, meet goals identified in the master plan and generate additional rental income more quickly.

Rather than allocate all the funds available for capital improvements over the next 18 months to a full-scale renovation of the barn, I request authorization to work with the City Manager to create a more flexible approach to capital fund allocation and funding requests. This recommendation would include: Using FY21 PFA funds for barn stabilization to for required upgrades at Gillespie, Williams and Sheddon to facilitate leasing; moving barn stabilization expenditure to proposed FY22 PFA Fund and scaling back barn renovation to create an open-air event space and classrooms like the pavilions in other city parks. Rather than a complete renovation, we would upgrade exterior door and window coverings on the barn, add additional interior lighting and electrical fixtures and clean the interior walls and concrete floor. The door and window coverings would allow the barn to be secured when not in use. The reduced scope of the project would make available additional capital funds in the FY22 PFA fund to allow additional buildings to be activated as tenants are identified. Specific projects would be presented to the Master Plan Committee for approval.

I recommend authorization to work with the City Manager to reallocate available capital funds in the current and proposed PFA Fund to allow for an expanded approach to building allocation.

REVISED ALLOCATION OF PFA FUNDS

FY 2020-21 CAPITAL ITEMS

Dining Hall Renovation (\$85,000)(522201)
Sheddon cottage roof repair (\$18,000)(522201)
Plumbing Repairs-Edwards, Nickerson, Smith (\$8,500)
(522201)
Window Repairs, Painting and Lighting (\$5,500) (522201)
Industrial Kitchen Upgrade (\$50,000)(531101)
Signage (\$12,000) (531107)
Trail Design and Installation (\$50,000) (541200)
Sheddon Stabilization (\$150,000) (541301) (Cap Account)

FY 2021-22 CAPITAL ITEMS

Gillespie HVAC System (\$14,500) (522201)
ADA Ramps-Chapel and Dining Hall (\$45,000) (522201)
Wayfinding Signs (\$20,000) (531114)
Invasives Removal (\$200,000) (541200) (Grant)
Facility Upgrades (\$365,000) (541301) (Cap Account)

The existing buildings are predominantly organized around a central spine and loop road. The buildings are a legacy that tell a story of how some of the most vulnerable children have been cared for. Key buildings on site include the Chapel which is still owned by the United

Methodist Church. The Main Building and Dining Hall, currently occupied by Children and Youth Services, is at the main vehicular entrance to the site. The Dairy barn is the only remaining building related to the site's agricultural history. The campus core includes housing for children

existing buildings





and operational support like the Infirmary and the Laundry building. Buildings at the north and south ends of site served as housing for staff. The most recently constructed buildings, Wood, Goodwin, Cochran, and Ruff Cottages, were built in the 1990's and served as emergency housing

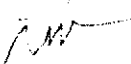
for families. These four cottages represent how the operations of the United Methodist Children's Home were shifting.

- | | |
|-------------------------------|-------------------|
| ① Green Cottage | ⑩ Edwards Cottage |
| ② Glenn Cottage | ⑪ Trustees |
| ③ Sam Bell Cottage | ⑫ Ison |
| ④ Chapel | ⑬ Wood |
| ⑤ Williams Cottage | ⑭ Goodwin |
| ⑥ Atlanta Flea Market | ⑮ Cochran |
| ⑦ Jane Cochran | ⑯ Ruff |
| ⑧ Main Building & Dining Hall | ⑰ Hyatt |
| ⑨ Facilities | ⑱ Smith Cottage |
| ⑩ Hemphill | ⑲ Kerr Cottage |
| ⑪ Sheddon Cottage | ⑳ Gym |
| ⑫ Education Center * | ㉑ Laundry |
| ⑬ Whitehead Hall | ㉒ Dairy Barn |
| ⑭ Leigh Cottage | |
| ⑮ Nickerson | |

* officially known as Gillespie

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MEMORANDUM

TO: LEGACY DECATUR BOARD OF DIRECTORS
FROM: LYN MENNE 
RE: POLICIES AND RATES FOR FESTIVALS, EVENTS AND WEDDING RENTALS
DATE: MAY 20, 2021

The purpose of this memorandum is to seek board confirmation of policies and rates for facility rentals to include festivals, events and short-term rentals of meeting and event spaces. The rates are based on rates for similar city facility rent rates. In addition, wedding rental policies and rates are attached for 2021 and 2022. These rates are based upon research of similar wedding venues and a commitment to offer an affordable option for small wedding events. Rates for 2021 are quoted as slightly below market rate to allow us to gather photographs of weddings for use in marketing materials, complete the renovation of the dining room (a/d/a The Hawkins Building) and get experience in managing these types of events. An increase is recommended for 2022 to reflect completed renovations and anticipated demand.

I recommend confirmation of the policies and rates as presented.

FACILITY RENTAL RATE SCHEDULE

Events and Festivals

Any event with expected attendance of 500 or higher will be charged \$1500 per day. Parking must be coordinated with nearby schools and churches. Portalets are the responsibility of the event organizer. Placement, drop off and pickup of portalets must be coordinated with Legacy Park staff.

Main Dining Hall

Located at the rear of the administration building, the main dining hall is available for larger meetings and is equipped with tables, chairs and access to audio/video package. Currently, the dining hall does not offer kitchen facility access.

Basic Meeting space rental:

Resident	\$200 for 2 hours, \$50 for each additional hour
Non-resident	\$350 for 2 hours, \$75 for each additional hour
Security Deposit	\$200

With Audio/Video Package Access, add:

Resident	\$150 for 2 hours, \$50 each additional hour
Non-resident	\$200 for 2 hours, \$80 each additional hour

Auditorium

Small auditorium and stage area is located in the main administration building. Table and chairs are included in the rental as well as use of the stage area and a small adjoining kitchen. Audio/visual equipment is available for an additional fee.

Basic Meeting space rental:

Resident	\$100 for 2 hours, \$50 for each additional hour
Non-resident	\$200 for 2 hours, \$75 for each additional hour
Security Deposit	\$200

With Audio/Video Package Access, add:

Resident	\$150 for 2 hours, \$50 each additional hour
Non-resident	\$200 for 2 hours, \$80 each additional hour

Leigh Cottage

Access to meeting space with tables and chairs available in a stand alone building. Additional break out rooms are available and access to an operating kitchen.

Basic Meeting space rental:

Resident	\$300 for 2 hours, \$50 for each additional hour
Non-resident	\$450 for 2 hours, \$75 for each additional hour
Security Deposit	\$300

Outdoor Space

Access to outdoor space and picnic tables. Legacy Park has a pond, walking trails, play equipment, and open space to set up activities.

Basic Meeting space rental:

Resident	\$50 for 2 hours, \$12.50 for each additional hour
Non-resident	\$100 for 2 hours, \$25 for each additional hour

Gymnasium

The gymnasium building and athletic fields are managed by the Decatur Active Living Department. For information and reservations for the gym and athletic fields contact Lee Williams at Decatur Active Living, 404.377.0494.

Legacy Park Facility Request Form

Space Requested

Dining Hall Auditorium Outdoor/Special Event* Meeting Room (Identify specific room below)

* Any event with 500 or more people in attendance typically requires City of Decatur Special Event permit and the contracting of additional services related to public safety and sanitation.

First Name

Last Name

Organization Name (note and attach 501(c)(3) status if applicable)

Address

City

State

ZIP

Phone

Email

Event Date

Event Timeframe

From: To:

Purpose of facility rental (Please be specific)

Expected Attendance (Adults 18+)

Expected Attendance (Under 18)

Food and/or beverage will be served. (See policies 6 and 7)

Event will be open to the public.

How will you be promoting the event?

Will there be live animals? (If so, please list.)

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500 S. Columbia Drive, Decatur, Georgia 30030 | www.legacydecatur.com

Special equipment requested (projector, sound equipment, microphones, etc.)

[Empty text box for special equipment requested]

Contributing vendors (all those expected to be on-site during event or use)

[Empty text box for contributing vendors]

The reservation of Legacy Park facility must be made at least two (2) weeks before the requested date. Facilities may be reserved up to 6 months in advance. No reservation will be confirmed until this reservation agreement is completed, approved and security deposit is received. Full rental payment is required two (2) weeks before event date.

Please refer to the policy expectations and information regarding the reservation and use of the facilities on the final page of this form. This policy is designed to help you/your group have an enjoyable, safe event. The responsible party in charge will receive a copy of this form as confirmation of the reservation. No telephone reservations can be made.

The individual or group whose name appears above has reserved this facility and is entitled to its use for the period indicated. Any unauthorized group that might be using the facility is expected to relinquish it upon presentation of this form. The above individual or group is not expected to occupy the facility until the time indicated and should relinquish the facility at the end of the reserved time.

By signing this Agreement, the individual, organization and its members, represented by the Responsible party, hereby attest they have read and agreed to abide by the policies and rules that accompany this form. The organization or individual assumes all liability, stated or implied, resultant from the conduct of the group or misuse of the facilities.

Waiver of Claim: In consideration of the City of Decatur permitting the undersigned to enter and participate in the above identified activity at or in a facility located at Decatur Legacy Park, I hereby waive all claims for damage and loss to person or property which may be caused by the act or failure to act, of the City of Decatur, Georgia, its officers, agents, volunteers or employees and assume all risk of possible injury or damage which may result on account of such.

Signature (Type name if completing electronically.)

[Signature line]

Date

[Date line]

Approved by

[Approved by line]

Date

[Date line]

..... TO BE COMPLETED BY STAFF

Room(s) fee due

[Room(s) fee due line]

Equipment fee due

[Equipment fee due line]

Kitchen fee due

[Kitchen fee due line]

Balance due

[Balance due line]

Staff fee due

[Staff fee due line]

Security deposit received (Amount/Date)

[Security deposit received line]

Security deposit returned (Staff/Date)

[Security deposit returned line]

PLEASE INITIAL (And return with Deposit Check):

1. Complete the reservation form and return it to Legacy Park Facility Maintenance Building or mail it to the address listed on page 1. The City of Decatur reserves the right to withhold permission for any event, and may cancel any reservation up to 2 weeks in advance of reservation date.

2. On-going reservations require an 8-week commitment and monthly payments are due on the 1st of each month. On-Going rentals are renewable the first of each year. Patrons renewing on-going reservations have the first priority in receiving the same reservation day, time and room(s) previously reserved. All rentals are subject to reschedule or relocation in the event of a conflict with a City function. HOLIDAYS: On the following dates, the department will be closed. If a class/rental falls on the one of the dates or an observed day, a make-up day may be scheduled: New Years Day; Martin Luther King Day; Presidents Day; Easter; Memorial Day; July Fourth; Labor Day; Thanksgiving Holiday; Christmas Eve and Day.

3. The campus cannot be closed to accommodate reservations during regular operating hours. Available meeting rooms, however, may be reserved during regular operating hours if they do not impact regular office activities and previously scheduled programs and activities.

4. The minimum time for all reservations is two hours. Additional time is allotted in one hour increments. A one-hour reservation request may be honored provided the two-hour payment is made. No rental may extend beyond 12:00 midnight with the exception of film rentals which are covered by separate rental rates and agreements.

5. The Responsible Party should review the condition checklist provided prior to the activity and make remarks concerning the cleanliness and state of the facility. The completed checklist should be returned to the facility attendant. The facility attendant will assess the condition of the facility after the event. Any charges for cleaning and/or damage will be made from this assessment. In the absence of this checklist, unexplained damages must be attributed to the Responsible Party. If undue or excessive cleaning is required, the charge will be at the rate of \$20/ hour. Damages will be charged based on the cost of labor and materials to complete repairs. Assessments for cleaning and/or damages will be charged against the retained security deposit and billed if over deposit. If charges are assessed, an itemization and description of that assessment will be provided.

6. Cleaning includes mopping of floors; cleaning any spills; cleaning all surfaces and appliances in kitchen; bagging and disposing of trash in the designated area; wiping all tables; stacking tables/chairs; and returning the rooms to their original arrangement. If the space is left in a state of disarray as judged by the City Staff, or if damages occur, the security deposit will be retained by facility staff.

7. Food Service is allowed only with prior approval. If food is being served, discard/remove all remaining food from the premises. Discarded food must be bagged and disposed of in dumpster. Open flamed cookers or grills are not permitted in the facility.

8. Functions involving large crowds and other functions may require a security guard at the determination of staff and at patron's expense. See rental brochure for room capacity.

9. A limited number of tables and chairs are included in the rental price. Tables and chairs are for use inside the facility only. See brochure for additional chair/table rental fees. Other equipment may be obtained from other sources by individual/organization. Please notify designated city staff of delivery/pick-up schedules arranged for such materials.

10. Parking and noise ordinance compliance will be the responsibility of the individual/organization in charge. Parking is limited to paved areas only. Parking is not allowed on lawn areas, playing fields or unpaved open areas.

11. The Responsible Party will assume all responsibility for the conduct of its guests. Participants should not be allowed to engage in any hazardous activities. Children must be supervised at all times.

12. Patrons wishing to cancel a reservation may do so by contacting on site facility maintenance staff no later than one month prior to reservation date in order to receive a refund (less a \$25.00 handling fee). Failure to do so shall result in forfeit of the total rental fee. (NOTE: It takes 3-4 weeks to process a refund.)

13. The individual/group is not expected to occupy the facility until the time indicated, and should relinquish the facility at the end of the reserved time. Failure to do so will result in a deduction of security deposit of \$5 for each 5 minutes of extra time. Clean-up and break down time should be included in rental time.

14. The individual/group agrees to adhere to any COVID-19 restrictions in place in the City of Decatur, including masking and social distancing.

2021 Moore Chapel at Legacy Park Pricing

Reservations and Deposit

Moore Chapel at Legacy Park requires a \$500 security deposit plus 25% of the rental fee to reserve the venue. 50% of the rental fee is due 60 days prior to the event, and the remaining balance is due 30 days prior to the event. If there are no damages, Legacy Decatur will return the \$500 security deposit within two weeks of the event.

In Season: Wedding Ceremony and Reception

April, May, June, September, October, November, December

50-100 guests

Friday	7 hours total	4-hour event	6-10pm	\$1,350
Saturday	9 hours total	6-hour event	4-10pm	\$1,500
Sunday	8 hours total	5-hour event	3-8pm	\$1,350

Includes:

- Indoor or outdoor space
- Wedding Party Preparation Rooms
- Tables and Chairs
- Can serve food and alcohol
- Can have amplified music, in adherence to the City of Decatur Noise ordinance and being respectful of adjacent single family neighborhoods

In Season: Daytime Wedding Ceremony

April, May, June, September, October, November, December

10-50 guests

Mon-Thur	3 hours	1 hour event	3-6pm	\$600
Friday	3 hours	1 hour event	3-6pm	\$800

Includes:

- Indoor or outdoor space
- Wedding Party Preparation Rooms
- Tables and Chairs

Off Season: Wedding Ceremony and Reception

January, February, March, July, August

50-100 guests

Friday	7 hours total	4-hour event	6-10pm	\$1,050
Saturday	9 hours total	6-hour event	4-10pm	\$1,200
Sunday	8 hours total	5-hour event	3-8pm	\$1,050

Includes:

- Indoor or outdoor space
- Wedding Party Preparation Rooms
- Tables and Chairs
- Can serve food and alcohol
- Can have amplified music

Off Season: Daytime Wedding Ceremony

January, February, March, July, August

10-50 guests

Mon-Thur	3 hours	1 hour event	3-6pm	\$500
Friday	3 hours	1 hour event	3-6pm	\$700

Includes:

- Indoor or outdoor space
- Wedding Party Preparation Rooms
- Tables and Chairs

2022 Moore Chapel at Legacy Park Pricing

In Season: Wedding Ceremony and Reception

April, May, June, September, October, November, December

50-100 guests

Friday	7 hours total	4-hour event	6-10pm	\$1,700
Saturday	9 hours total	6-hour event	4-10pm	\$2,000
Sunday	8 hours total	5-hour event	3-8pm	\$1,700

Includes:

- Indoor or outdoor space
- Wedding Party Preparation Rooms
- Tables and Chairs
- Can serve food and alcohol
- Can have amplified music

In Season: Daytime Wedding Ceremony

April, May, June, September, October, November, December

10-50 guests

Mon-Thur	3 hours	1 hour event	3-6pm	\$700
Friday	3 hours	1 hour event	3-6pm	\$900

Includes:

- Indoor or outdoor space
- Wedding Party Preparation Rooms
- Tables and Chairs

Off Season: Wedding Ceremony and Reception

January, February, March, July, August

50-100 guests

Friday	7 hours total	4-hour event	6-10pm	\$1,500
Saturday	9 hours total	6-hour event	4-10pm	\$1,700
Sunday	8 hours total	5-hour event	3-8pm	\$1,500

Includes:

- Indoor or outdoor space
- Wedding Party Preparation Rooms
- Tables and Chairs
- Can serve food and alcohol
- Can have amplified music

Off Season: Daytime Wedding Ceremony

January, February, March, July, August

10-50 guests

Mon-Thur	3 hours	1 hour event	3-6pm	\$600
Friday	3 hours	1 hour event	3-6pm	\$800

Includes:

- Indoor or outdoor space
- Wedding Party Preparation Rooms
- Tables and Chairs

Moore Chapel at Legacy Park House Rules

1. Renter must provide an on-site Health Coordinator (not required to be a medical health professional) who is responsible for ensuring that all guests adhere to the City of Decatur and CDC Covid-19 precautions. The Renter will sign a copy of the City of Decatur Covid-19 Overlay Guidelines to Legacy Decatur.
2. Renter must provide the contact information of the day-of wedding coordinator. They will be responsible for making sure the wedding goes smoothly and on schedule.
3. No smoking inside the buildings or on the property.
4. Renter/Caterer is responsible for clean-up which includes proper handling/stacking of tables and chairs; checking restrooms, porches, and entrances for trash; wiping up all spills; and removing all items related to the function from the premises. Renter/Caterer guarantees that the facility will be restored to its original condition following the event. All components of the facility must be in working order and free of damage.
5. Renter/Caterer is responsible for collecting all garbage and placing it into the dumpster.
6. The catering kitchen is a warming kitchen only. The use of fryers or any other external equipment requiring ventilation is prohibited. The ice machine is available for use.
7. Renter/Caterer is responsible for all set-up and break-down including all tables and chairs.
8. Legacy Decatur is not responsible for any items left behind anywhere on the campus.
9. Unless additional hours are purchased, all guests must be off the premises and all clean up completed in the time block provided by the time sheet.
10. Our building attendant is required to be onsite during the entire rental period. The attendant will open and close the building.
11. Nothing may be attached to any surface inside or outside any building. Including (but not limited to) command hooks, tape, adhesive of any kind, screws, or nails.
12. All candles must have enclosed flames. Votives and hurricanes are acceptable.
13. No sparklers, confetti, rice, glitter, or hand-held candles may be used inside or outside.
14. Alcohol is permitted. Compliance with state and local laws is the sole responsibility of the Renter.
15. Moore Chapel is not currently wheelchair accessible. There is ramp access to the dining room.
16. There is free wifi connection in the dining room DecPub (GoDecatur).
17. Renters agree to follow the policies and procedures outlined in the Facility Information Packet.

Renter Signature:

Date:

Approved by:

Date:

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MEMORANDUM

TO: LEGACY DECATUR BOARD OF DIRECTORS
FROM: LYN MENNE 
RE: DOGS OFF-LEASH REGULATIONS AT LEGACY PARK
DATE: MAY 21, 2021

The purpose of this memorandum is to recommend an interim approach to the enforcement of the City's dog leash ordinance at Legacy Park. When the City acquired the property and it was annexed into the City of Decatur, the city's leash law ordinance became applicable. However, because of a long-standing tradition of allowing dogs off-leash at the property, we did not enforce the City ordinance and dog owners using the property generally controlled their pets and respected the property

As activity at the park increases, we have seen an increase in the number of complaints about dogs off-leash and not under the owner's control. In an effort to find a solution that doesn't penalize responsible dog-owners, I propose a implementing a 60-day trial period with modified restrictions as follows:

- In the front portion of the property in and around existing buildings must be on-leash
- In the area to the east of the fence, dogs may be allowed off-leash if they are under voice command
- Voice command is defined as:
Dog must be within sight and under verbal control at all times. Dog returns immediately to and remains by the side of the handler in response to verbal command. If a dog approaches or remains within 10 feet of any person other than the owner, that dog is not under voice control and must be leashed.
- Notices to Dog Owners will be prominently posted and the trial period will go into effect June .
- We will evaluate modified regulations and update the board at the July 22nd board meeting with a recommendation to continue the trial policy or enforce the existing City leash ordinance.

I recommend implementing a trial period for off-leash dog regulations as outlined above beginning June 1st with a final recommendation presented to the board at your July board meeting.

(Draft notification of dog owners)

ATTENTION DOG OWNERS

We understand that dog owners have allowed their pets to be off-leash on this property for several years. However, when the property was required by the City of Decatur, it became subject to the City's leash law requirements as outlined by City of Decatur Ord. No. O-05-05, Art. II, § 3, 4-4-05

Increased use of the park has resulted in more complaints about dog owners who allow their pets to run at individuals and other dogs, roam the property out of sight of the owner, enter areas posted for no dogs and who consistently fail to clean up after their pets.

In an effort to find a compromise that does not have a negative impact on responsible dog owners **AND** protects the safety of all park visitors, **modified restrictions will in force for a 60-day trial period beginning on June 1, 2021**

These modified restrictions include the following:

Dogs must be on a leash while in the front portion of the property and around existing buildings and playgrounds

Dogs may be off-lease in the area to the east of the wooden fencing IF they are under voice control

Voice control is defined as:

A dog must be within sight and under verbal control of their owner at all times. The dog must return immediately to and remain by the side of the owner in response to verbal command. If a dog approaches or remains within 10 feet of any person other than the owner, that dog is not under voice control and must be leashed.

Dogs may not be allowed to run on the athletic fields adjacent to the gym

Dog owners are required to pick up dog waste and place it in a trash receptacle

At the end of the 60 day trial period and not later than August 2, 2021, an evaluation of the modified regulations will be conducted and a recommendation made as to whether to continue with voice control requirements or require adherence to the existing City of Decatur leash law at Decatur Legacy Park.