



CITY OF JONESBORO, GEORGIA COUNCIL
Agenda Item Summary

COUNCIL MEETING DATE:
 April 6, 2026

Requesting Agency (Initiator):
 Clayton County Board of Commissioners Office

Sponsor(s):
 DeMont Davis

Item Title: 11th Annual Jeffrey E Turner Fitness 5K Run/Walk for Clayton County Juvenile Court CASA Program

Requested Action: (Identify appropriate Action or Motion, purpose, cost, timeframe, etc.)
Fee Waiver for Lee Street Park rental and Special Event Permit for August 29, 2026

Requirement for Board Action: (Cite specific Council policy, statute or code requirement.)
 Vote by the City Council

Is this Item Goal Related? (If yes, please describe how this Action meets the specific Board Focus Area or Goal.)

Summary and Background: (First sentence includes Agency recommendation. Provide an executive summary of the Action that gives an overview of the relevant details for the item.)
Staff request approval of a fee waiver for the Lee Street Park rental and Special Event Permit for the Clayton County Juvenile Court CASA Program 5K Run/Walk fundraiser. This event has been held using the park for the start/finish and awards for multiple years.
JPD officers will be in Lee Street Park and Clayton County PD will be staged throughout the 5K route.

Fiscal Impact: (Include projected cost, approved budget amount and account number, source of funds, and any future funding requirements.)
 Without the fee waiver the park rental would be \$4,850.00 and the Special Event Permit would be \$50.00

Exhibits Attached: (Provide copies of originals, number exhibits consecutively.)

Staff Recommendation: (Type name, Title, Agency and Phone number.) Chief Christopher Cato, JPD

| FOLLOW-UP APPROVAL ACTION (Completed by City Clerk) | | |
|---|----------------------------|--|
| Typed Name and Title | Date | |
| Signature | City Clerk's Office | |



CITY OF JONESBORO

1859 City Center Way
Jonesboro, Georgia 30236
www.jonesboroga.gov

APPLICATION FOR USE OF LEE STREET PARK

"OFFICE OF THE CITY MANAGER"

- ✓ Please print legibly or type and fill out form completely.
- ✓ Submit application and pay all fees at least 30 days prior to use.
- ✓ Make payment by Credit Card, Cash or Cashier's Check payable to *City of Jonesboro*.
- ✓ If applicable, attach a copy of the Certificate of Liability naming the City as an additional Insured, Temporary Sales License, Liquor Liability Insurance, Food Handlers Permit.

Area(s) Requested (Please Check)

Large Amphitheater

Small Amphitheater

Market Area _____

Pavilion _____

APPLICANT INFORMATION

| | | |
|---|--|---------------------------------------|
| Organization Name (if Applicable) <u>Clayton County Juvenile Ct.</u> | Person Responsible for Reservation <u>Commissioner DEMONT DAVIS</u> | |
| Address: <u>9163 TARA Blvd.</u> | Home Phone #: <u>404-670-7281</u> | Other Phone #: <u>404-397-7813</u> |
| City/Zip Code: <u>Jonesboro GA 30234</u> | Email Address: | |

RESERVATION INFORMATION

Day of Week (circle): M T W TH F **(S)** SU REQUESTED DATE: Aug. 29, 2024

Reservation - START TIME: 0600 AM/PM (including set-up) END TIME: 1200 AM/PM (including clean-up)

Event Name: 11th Annual JEFFREY E. TURNER Fitness 5K Run/Walk Total Expected Attendance: 300

Contact Person on Day of Event: JEFFREY TURNER Contact # on Day of Event: 404 447 8376

Type of Activity:

Birthday Party Company Picnic Concert Fundraiser Wedding Other _____

This event will be: (check all that apply)

Closed to the public/invited guest only Open to the public Generating Sales (i.e. admission fees, concessions, or entry fees)

Use of Electricity

Please indicate any other special assistance from our Public Works Department you will need (ex. Extra garbage receptacles, etc.):

We will need Electricity for the vendors and for the DJ. We will also need access to the restrooms starting at 0600 hrs.

Are there any entertainment features related to your event? No Yes*

* Number of Performers: _____ Performer Name(s) _____ Performance Type: _____

Will sound amplification be used? No Yes*

* Start Time: 0700 End Time: 1000 Describe Sound equipment used: Light Music & people speaking

Will you be erecting and using any tents or other temporary equipment? No Yes*

*Describe Equipment used: Vendor Tents

Will you request any street closures or alterations? No Yes* (Time of Closure or Alteration: 0730 AM/PM to 1100 AM/PM)

*Location/Affected Street: _____

Does your event involve the use of alcoholic beverages? No Yes*

*Please check all that apply: Free/Host Alcohol Alcohol Sales Host & Sales Beer Wine

Provide the name of the licensed bartender/caterer to serve the alcoholic beverages.

*Name of Caterer/Licensed Bartender: _____ Liquor License #: _____

If your event includes the use of alcohol on City Property, Host Liquor Liability Insurance of at least \$1,000,000 per occurrence is required. For alcohol sales, you must also obtain a City of Jonesboro Temporary Sales License and an approved City Alcohol Permit. To serve alcohol, you must also obtain an approved City Alcohol Permit.

Will Food and/or refreshments be served? No Yes*

*What type of food and/or refreshments will be served? _____

Will you be hiring a caterer to serve food? No Yes*

*Caterer Name: _____ Address: _____ Contact #: _____

Will food and/or refreshments be sold? No Yes*

*What type of food and/or refreshments will be sold? _____

Who will prepare the food being served? Caterer* Other: N/A

*Does the caterer have a current Food Handlers Permit? No Yes

FOR OFFICE USE ONLY

A copy of the following supplement documents are required:

| | | |
|---|-----------------|--------------------|
| <input type="checkbox"/> Proof of Liability Insurance - | Due Date: _____ | Received On: _____ |
| <input type="checkbox"/> Proof of Host Liquor Liability Insurance - | Due Date: _____ | Received On: _____ |
| <input type="checkbox"/> City Approved Alcohol Permit - | Due Date: _____ | Received On: _____ |
| <input type="checkbox"/> Jonesboro Temporary Sales License - | Due Date: _____ | Received On: _____ |
| <input type="checkbox"/> Current Food Handlers Permit - | Due Date: _____ | Received On: _____ |

NOTE: All required documents must be submitted to the City at least 30 days prior to reservation date for the reservation to be confirmed.

FOR OFFICE USE ONLY

Fee Computation: Office Use Only

Refundable Deposit: \$ 800.00
 Cleaning Fee: \$ 150.00
 Security Fee: \$ 900.00
 Amphitheatre: 6 hrs. @ \$ 300 per hour: \$ 1,800.00
 Small Amph.: 6 hrs. @ \$ 200 per hour: \$ 1,200.00
 Pavilion: _____ hrs. @ \$ _____ per hour: \$ _____
 Market Area : _____ hrs. @ \$ _____ per hour: \$ _____
 Other _____ : \$ _____
 Total Amount Due: \$ 4,850.00

Payment Information: Office Use Only

Cash Check # _____ Visa M/C Discover
 Cardholders Name: _____
 Card Number: _____ Expires: _____
 Refundable Deposit paid on: _____
 Remaining amount of \$ _____ is due by: _____
 All Fees paid on: _____

I have evaluated the application and in accordance with the City of Jonesboro's policies, this application is:

- Approved for use Denied for Use

Comments/Notes:

Requesting Fee Waiver
Wants use of Concession Area

Authorized by : _____ Title: _____ Date of Approval: _____

LEE STREET PARK AMPHITHEATRE / PAVILION RENTAL PACKET

"OFFICE OF THE CITY MANAGER"

STATEMENT OF USER RESPONSIBILITY

For Lee Street Park Rental

PARK USE

In consideration for the use of the City of Jonesboro Park Areas and Facilities, all users agree to the following:

1. The user assumes entire responsibility and liability for losses, damages and claims arising out injury or damage to the user's display, equipment and other property brought onto the premises of the City facility reserved and shall indemnify and hold harmless the City from any and all such losses, damages and claims arising out of such use.
2. Any group sponsoring or using a City-owned facility assumes all liability for any accidents that occur during the scheduled reservation time of the facility.
3. The user shall be responsible for the conduct of the participants attending the activity/event, with regard to the control and containment of litter, and for any damage to the premises beyond ordinary wear and tear.
4. Amplified music or other amplified sound is not allowed to be played at a volume that causes a nuisance for the area. No sound shall be permissible after 10:30 pm.
5. The user shall conduct all activities on the premises in accordance with any applicable federal, state, or local laws, ordinances and rules, including all park regulations, and shall comply with the requirements stated in the "Lee Street Park Amphitheater Rental Packet."
6. If approval is granted to the user to bring in any special portable devices (i.e., Bounce House) for use in conjunction with the reservation, the reserving party must submit a letter releasing the City of liability and must also post a sign at the device during the reservation time that the device is not the City's and the City is not responsible. However, if your event consists of more than 100 people, the authorized user shall submit a Certificate of Liability insurance in the amount of at least \$1,000,000 per occurrence, naming the City of Jonesboro as an additional insured, no later than 30 days prior to the event.
7. It is unlawful for any person to use fireworks, firecrackers, explosives of any kind in any park.
8. The park rules require that you promptly remove any dog waste deposited on public or private property.
9. The park rules require that all dogs be leashed and barking must not become a nuisance.
10. No motorized vehicles are allowed in the park except in areas approved for such use.
11. No person may move any City owned equipment and/or supplies without written permission from the Director of Public Works.

The undersigned hereby makes application to the City of Jonesboro for use of the facility described above and certifies that the information given in the application is correct. The undersigned further states that he/she has the authority to make this application for the applicant and agrees that the applicant will observe the rules/regulations & policies/procedures of the City of Jonesboro. The applicant agrees to exercise the utmost care in the use of the premises and property and to defend and hold the City of Jonesboro harmless from all liability resulting from the use of said facilities. The applicant further agrees to reimburse the City of Jonesboro for any damage arising from the applicant's use of said facilities. The applicant signing this agreement will be considered the responsible party in case of damage, theft, or disturbances during the usage period. Applicant further agrees to pay any and all court costs, attorney fees and other fees related to the collection of damages for said facility including insufficient funds payment, stop payment or any other refusal to pay.

I have read, understand, and accept all procedures and regulations placed upon me for the rental of the listed rental location. I further acknowledge that I am 21 years of age or older and I understand that failure to comply with the established facility use guidelines (and within the established time frames), puts my meeting or event at risk of cancellation.

DEBORAH DAVIS (Print Name)

[Signature] (Sign Name)

MAR 21 2026 (Date)

[Signature] (Notary Public)



CITY OF JONESBORO

1859 City Center Way
Jonesboro, Georgia 30236
www.jonesboroga.com

APPLICATION FOR SPECIAL EVENTS

"OFFICE OF THE CITY CLERK"

This permit application is to be submitted to the City Clerk Officer with a **clearly marked map** of the event and/or route along with your Certificate of Insurance. Once reviewed, your permit will be forwarded to the Chief of Police, then to the mayor for final approval. Please be sure to submit your paperwork to allow time for this process.

Certificate of Insurance requirement: General Liability/Bodily Injury/Property Damage with a \$1,000,000 aggregate listing the City of Jonesboro as additional insured.

Administrative Fee - \$50.00 - *Request Fee Waiver*

Applicant Information:

Name: DEMONTE DAVIS Address: 1123 HITH ST. JONESBORO, GA 30236

Town/State/Zip: JONESBORO, GA 30236 Phone: 478.670.7281

Email: DEMONTE.DAVIS@ClaytonCountyGA.gov

Organization Information:

Name: Clayton County Juvenile Ct *CASA Program* Address: 9163 TARA Blvd

Town/State/Zip: Jonesboro GA 30236 Phone: 770-477-3270

Describe Activity: Fundraiser for the CASA Program which deals with KIDS in our foster care system

Date of Activity: 03/29/26 Time of Activity: 6 AM - 12 PM

[Signature] 3/11/26
Signature Date

MARKING THE ROAD AND/OR SIDEWALK WITH PAINT, TAPE, ETC. IS PROHIBITED. YOU ARE RESPONSIBLE FOR PICKING UP ANY SIGNS AND/OR LITTER AFTER THE EVENT.

APPLICATION REQUIREMENTS

Applicants must include full event details and a clearly marked map of the event and/or route.

APPLICATION DEADLINE

Applications must be delivered to the Jonesboro City Hall at least thirty (30) days preceding the event.

This permit is issued to the representative/organization listed on this permit for the purpose indicated on this permit. This permit shall be valid for said representative/organization only during the time and dates indicated on this permit.

Date Received by City Clerk _____

City Clerk Approval

Date Received by Chief of Police _____

Chief of Police Approval

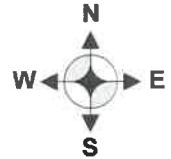
Date Received by Mayor _____

Mayor's Approval

Permit # _____

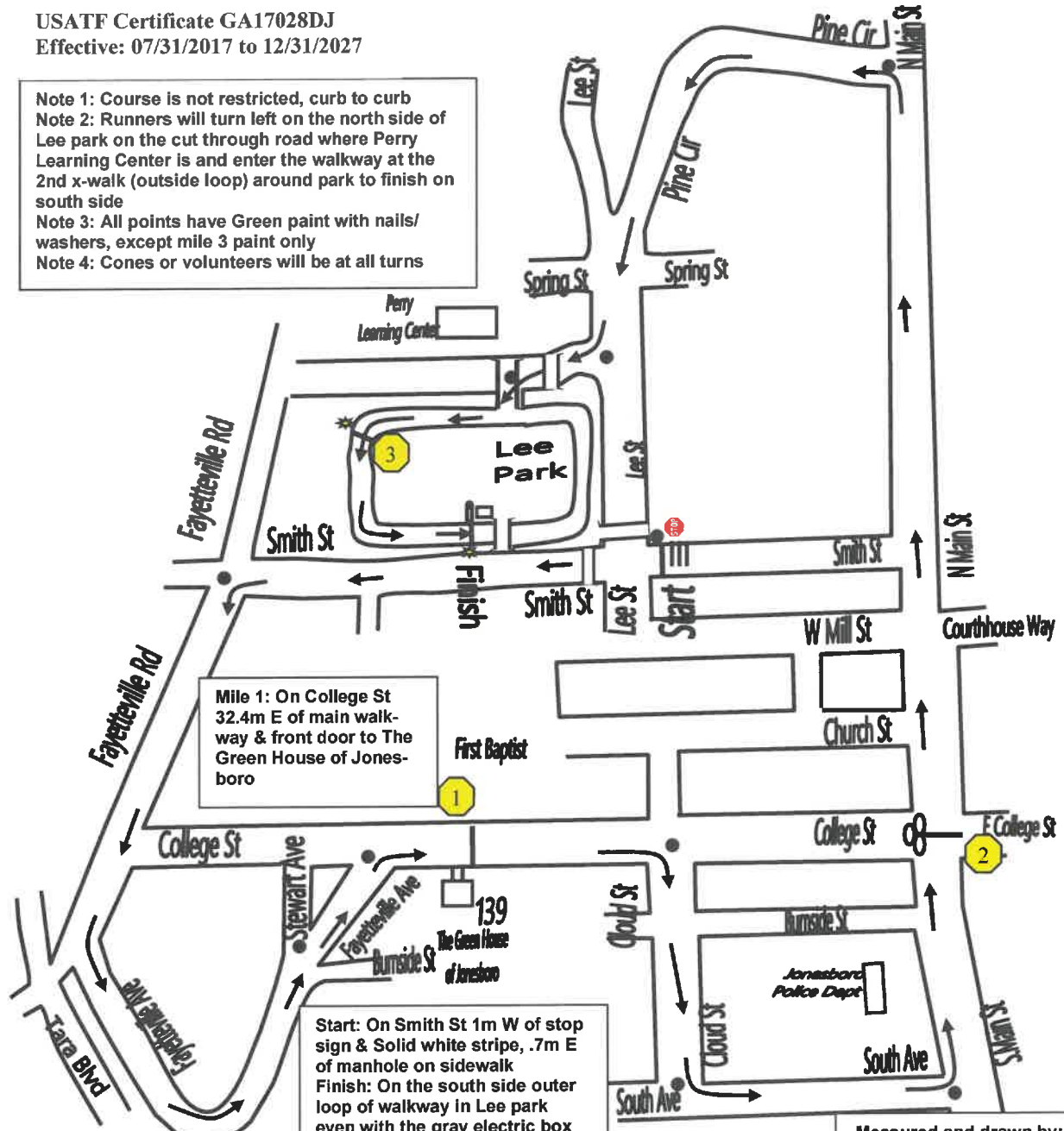


Chairman Turner Fitness 5K Jonesboro, Ga



USATF Certificate GA17028DJ
Effective: 07/31/2017 to 12/31/2027

- Note 1: Course is not restricted, curb to curb
- Note 2: Runners will turn left on the north side of Lee park on the cut through road where Perry Learning Center is and enter the walkway at the 2nd x-walk (outside loop) around park to finish on south side
- Note 3: All points have Green paint with nails/washers, except mile 3 paint only
- Note 4: Cones or volunteers will be at all turns



Mile 1: On College St
32.4m E of main walkway & front door to The Green House of Jonesboro

Start: On Smith St 1m W of stop sign & Solid white stripe, .7m E of manhole on sidewalk
Finish: On the south side outer loop of walkway in Lee park even with the gray electric box and light pole #29, 1.7m W of big green electric box
Mile 3: On the outer walkway in the park at the 1st curve, 1m S of light pole #14

Mile 2: On S Main St in the middle of the intersection of College St even with the 3 water access

Measured and drawn by:
Doug Jones
Lawrenceville, Ga.
770-682 9962
dwjones895@att.net

Not to scale

COURSE INFORMATION

SMITH ST -----> FAYETTEVILLE RD

FAYETTEVILLE RD -----> FAYETTEVILLE AVENUE

FAYETTEVILLE AVENUE -----> COLLEGE ST

COLLEGE ST -----> CLOUD ST

CLOUD ST -----> SOUTH AVE

SOUTH AVE -----> S. MAIN STREET

S. MAIN STREET -----> N. MAIN STREET

N. MAIN STREET -----> PINE CIRCLE

PINE CIRCLE -----> LEE STREET

LEE STREET -----> PERRY CENTER DRIVEWAY

PERRY CENTER DRIVEWAY -----> LEE STREET PARK SIDEWALK

LEE STREET PARK SIDEWALK -----> SMITH STREET

