

**CITY OF JONESBORO, GEORGIA COUNCIL****Agenda Item Summary****COUNCIL MEETING DATE:**

October 6, 2025

Requesting Agency (Initiator):

Operations & Human Resources

Sponsor(s):

Maria Wetherington

Item Title:

Council to consider approval of fee waiver request for Lee Street Park Rental on October 11, 2025, Domestic Violence Awareness Event Day

Requested Action: (Identify appropriate Action or Motion, purpose, cost, timeframe, etc.)

Requesting approval.

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

Fee waiver to be approved by Mayor and Council.

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

Clayton County Association Against Family Violence, AKA Securus House is requesting a fee waiver for the use of Lee Street Park on Saturday, October 11, 2025, for Domestic Violence Awareness Event Day.

Fiscal Impact: (Include projected cost, approved budget amount and account number, source of funds, and any future funding requirements.) Fee Waiver**Exhibits Attached:** (Provide copies of originals, number exhibits consecutively.) Application & Email**Staff Recommendation:** (Type name, Title, Agency, and Phone number.) Maria Wetherington, Operations & Human Resources, (770) 478-3800**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) Clayton County Association Against Family Violence, AKA Securus House	Person Responsible for Reservation Monae Harlan
Address: P.O BOX 870386	Home Phone #: [REDACTED] Other Phone #: 404-804-5765
City/Zip Code: Morrow, GA 30287-0386	Email Address: MHARLAN@SECURUSHOUSE.ORG

RESERVATION INFORMATION

Day of Week (circle): M T W TH F S SU **REQUESTED DATE:** Saturday, October 11, 2025

Reservation - START TIME: 12:15pm **AM/PM** (including set-up) **END TIME:** 5:00pm **AM/PM** (Including clean-up)

Event Name: Domestic Violence Awareness Event Day **Total Expected Attendance:** 80

Contact Person on Day of Event: Monae Harlan **Contact # on Day of Event:** 404-804-5765

Type of Activity:
☐ Birthday Party ☐ Company Picnic ☐ Concert ☐ Fundraiser ☐ Wedding ☒ Other Awareness Event

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.):

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

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

Will sound amplification be used? ☐ No ☒ Yes*

* Start Time: _____ End Time: _____ Describe Sound equipment used: _____

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

*Describe Equipment used: Each shelter will have their own tent and table.

Will you request any street closures or alterations? ☒ No ☐ Yes* (Time of Closure or Alteration: _____ AM/PM to _____ 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? Water, nuts, and chips.

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? Still pending, two food trucks in mind.

Who will prepare the food being served? ☐ Caterer* ☐ Other: _____

*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: \$ 400.00

Cleaning Fee: \$ 150.00

Security Fee: \$ _____

Amphitheatre: _____ hrs. @ \$ _____ per hour: \$ _____

Small Amph.: 5 hrs. @ \$ 100.00 per hour: \$ 500.00

Pavilion: _____ hrs. @ \$ _____ per hour: \$ _____

Market Area: 5 hrs. @ \$ 50.00 per hour: \$ 250.00

Other _____: \$ _____

Total Amount Due: \$ 1,300.00

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:

Will have to provide Safe Serv certificates
for Food Trucks, before day of event
& Certificate of Liability naming COJ as additional
insured (IM)

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

Maria Wetherington

From: Monae Harlan <mharlan@securushouse.org>
Sent: Thursday, September 18, 2025 12:30 PM
To: Maria Wetherington
Cc: LaTanya Allen
Subject: Re: Proposal to Host DV Awareness Event at Lee Street Park – October 11, 2025
Attachments: Facility Rental Agreement - Lee Street Park.pdf

Good afternoon,

I have attached the Facility Rental Agreement for the upcoming Domestic Violence Awareness Day Event on October 11, 2025. I understand that a fee is typically generated for the use of the facility; however, I am kindly requesting consideration for donated hours or a discounted rate.

This event is free for the community and is focused on spreading awareness to Clayton County residents while also connecting them with domestic violence shelters and service providers across the Metro Atlanta area. Our goal is to provide resources, education, and support to families in a safe and positive environment.

Thank you in advance for your time and consideration of this request. Please let me know if there are any additional steps or documentation needed.

With gratitude,

--

Monae Harlan, A.S.
Outreach Support Services Advocate
Crisis Line- (770) 961-7233
Cell-(404) 804-5765
Fax- (770) 961-1038
Mharlan@securushouse.org



On Thu, Sep 18, 2025 at 10:23 AM Maria Wetherington <mwetherington@jonesboroga.gov> wrote:

Hello Ms. Harlan,

Thank you for your interest in hosting your event at Lee Street Park. I have attached the rental agreement/application that needs to be completed and returned for review. Currently October 11, 2025, is available for renting the park. Once the completed application is received it will be reviewed, and the total cost of the rental will be provided.

Thank you,



Maria Wetherington | Operations & Human Resources |

City of Jonesboro, GA

tel: [470-726-1602](tel:470-726-1602) | fax: [470-726-1646](tel:470-726-1646) |
mwetherington@jonesboroga.gov |

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

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From: Monae Harlan <mharlan@securushouse.org>

Sent: Tuesday, September 16, 2025 4:00 PM

To: Maria Wetherington <mwetherington@jonesboroga.gov>

Cc: LaTanya Allen <lallen@securushouse.org>

Subject: Proposal to Host DV Awareness Event at Lee Street Park – October 11, 2025

Dear Mrs. Wetherington,

I hope this message finds you well.

In honor of Domestic Violence Awareness Month, I would like to propose hosting a DV Awareness Day Event on Saturday, October 11, 2025, from 12:00 PM – 3:00 PM at Lee Street Park.

The goal of this event is to bring families and the community together to raise awareness about domestic violence and highlight the resources available for survivors and their loved ones.

We are planning to invite DV shelters from across Metro Atlanta to set up tables and share literature with residents. Alongside the resource tables, the event will also include:

- Music
- Food
- Face painting and activities for children
- Family-friendly entertainment

This community-focused event will provide both education and support while also giving families a chance to connect in a positive, welcoming environment.

Please let me know the steps needed to move forward with reserving Lee Street Park for this date. I would be happy to provide additional details or meet with you to discuss further.

Thank you for your time and consideration. I look forward to the opportunity to partner with you in making this event a success.

Warm regards,

--

Monae Harlan, A.S.

Outreach Support Services Advocate

Crisis Line- (770) 961-7233

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Mharlan@securushouse.org

