



City of Pine Lake

**CITY OF PINE LAKE  
CHERYL HUBBARD  
PROGRAM/EVENTS COORDINATOR**

PO Box 1325  
462 Clubhouse Drive  
Pine Lake, GA 30072  
Phone: 404-292-4250  
pinelakerentals@gmail.com  
www.pinelakega.com

Located at the geographic center of DeKalb County, Pine Lake is just 12 miles east of Atlanta. DeKalb's smallest city is a quiet arts community of around 1000 residents. This historic neighborhood is centered by a 12-acre lake and surrounding wildlife habitat which serves as its gathering place for community and recreational events.

## **Application for Free Event Space Forms and Procedure**

### **PROCESS:**

Any resident of Pine Lake is invited to submit applications (due November 1<sup>st</sup> for Jan-June of the following year or May 1<sup>st</sup> for July – Dec). Applications will be evaluated by Pine Lake staff, including at least the City Administrator and Program/Events Coordinator.

The City Administrator will submit to the City Council by the work session following the deadline a packet to include: all applications, a summary list of applications and staff scores, a set of staff final decisions regarding the distribution of free event space with explanations if necessary.

Any applicant who wishes to appeal the decision of the staff may present their appeal to the City Council at the following City Council meeting. The City Council may vote on each appeal by either granting the appeal or upholding the staff decision.

### **FORMS:**

1. Resident application form
2. Staff scoring sheet



**PINE LAKE**  
**Resident Application Form for Free Event Space**

RESIDENT NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

1. What day(s) are you requesting free space? \_\_\_\_\_
2. What facility are you requesting? \_\_\_\_\_
3. Describe the event you wish to hold on that day(s): \_\_\_\_\_
4. Is your event open to the public? \_\_\_\_\_
5. Are unaccompanied minor children going to be present at your event? \_\_\_\_\_
6. Will any participant be charged admission to your event? \_\_\_\_ yes \_\_\_\_ no
  - a. If yes, how much will participants be charged for entrance? \_\_\_\_\_
7. Is an underserved population benefiting from your event? \_\_\_\_ yes \_\_\_\_ no
  - a. If yes, please explain what population and how they are benefiting:
8. Are Pine Lake residents benefiting from your event? \_\_\_\_ yes \_\_\_\_ no
  - a. If yes, please explain how Pine Lake residents are benefiting from your event.
9. Are you flexible on the date/time or facility you require for your event? \_\_\_\_\_