

## STEPS FOR CONDUCTING NON-PROFIT ACTIVITIES IN COLLEGE PARK

1. Please review Ordinance Section 11-148-(d) 5.
2. Organization, group, or person conducting non-profit activities must secure sufficient insurance to cover risk damage to persons or property while conducting activity.
3. The City of College Park must be named as an additional insured for any non-profit activities conducted within fifteen (15) feet of a right-of-way.
4. Each organization, group or person conducting non-profit activities must secure a surety bond in the amount of \$1000.00 to ensure compliance with the City of College Park named as the obligee.
5. Must fill out Hold Harmless & Release Agreement.
6. Fill out permit application to conduct non-profit activities.

The following must be provided to the City Clerk's Office:

- Name of the applicant
- Permanent home address of the applicant
- Name and address of nonprofit organization or organizations to be represented
- Names and addresses of any persons conducting or assisting in the conduct of nonprofit activities on behalf of applicant
- Nature of any merchandise; wares, goods or any similar items to be sold or offered for sale or given away in conjunction with the nonprofit activities
- Proof of tax-exempt status, charitable, non-profit status
- Location or locations where nonprofit activities will be conducted
- Sufficient documentation indication 11-48 (d) (5) of code has been satisfied.
- Hold Harmless agreement
- Cottage Food License from Food Safety Regulation Georgia Agricultural Department (404)656-3627 [WWW.AGR.GEORGIA.GOV](http://WWW.AGR.GEORGIA.GOV) (If non-profit consist of handling non-packaged food items or baked goods).
- Criminal History Release Consent Form.  
*If licensee will be soliciting or otherwise conducting activities in any residential area – background check is required.*



**CITY OF COLLEGE PARK  
APPLICATION TO CONDUCT NON-PROFIT ACTIVITIES**

**1. Name of Applicant:** \_\_\_\_\_

**2. Permanent Home Address of Applicant:** \_\_\_\_\_

**3. Name and address of nonprofit organization or organizations to be represented:**

\_\_\_\_\_

**4. Names and address and birthdate of any persons conducting or assisting in the conduct of nonprofit activities on behalf of applicant:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**5. Nature of any merchandise, wares, goods or any similar items to be sold or offered for sale or given away in conjunction with the nonprofit activities:**

\_\_\_\_\_  
\_\_\_\_\_

**6. Proof of tax-exempt status:** \_\_\_\_\_

**7. Location or locations where nonprofit activities will be conducted:**

\_\_\_\_\_  
\_\_\_\_\_

**CITY OF COLLEGE PARK**  
**P.O. Box 87137 College Park, GA 30337**  
**COLLEGE PARK POLICE DEPARTMENT**  
**3717 College St., COLLEGE PARK, GA 30337**  
**404-767-1537**

**CRIMINAL HISTORY RELEASE CONSENT FORM**

I, THE UNDERSIGNED, HEREBY AUTHORIZE THE City of College Park Police Department and \_\_\_\_\_ to receive any criminal history record information pertaining to me, which may be in the files of any federal, state, county or local criminal justice agency.

(Please Print Clearly)

Full Name \_\_\_\_\_  
Last First Middle

Complete Street Address \_\_\_\_\_

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

Sex \_\_\_\_\_ Race \_\_\_\_\_ Date of Birth \_\_\_\_\_

Social Security # \_\_\_\_\_ Driver's License # \_\_\_\_\_ State \_\_\_\_\_

Note: Before signing this consent form, check all answers to see that you have answered all questions fully and correctly. This consent form is to be executed under oath and is subject to the penalties of false swearing.

**VERIFICATION**

STATE OF GEORGIA, FULTON/CLAYTON COUNTY  
CITY OF COLLEGE PARK

I, \_\_\_\_\_ do solemnly swear or affirm, subject to the penalties of false swearing, that the above information in the foregoing consent form is true and correct and that I do willingly give my consent.

\_\_\_\_\_  
Signature (Full Name)

I, hereby certify that \_\_\_\_\_ (the above named individual) signed his or her name to the foregoing consent form stated to me that he or she knew and understood the reason for the consent form and willingly signed said consent form, and under oath actually administered by me, has sworn or affirmed, that said information is true and correct.

This \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
Notary Public (Place Notary Seal)

**DO NOT WRITE BELOW THIS LINE, POLICE DEPARTMENT USE ONLY**

NO CRIMINAL RECORD  CRIMINAL RECORD

**HOLD HARMLESS AND RELEASE AGREEMENT  
REGARDING PARTICIPATION IN NONPROFIT ACTIVITIES  
WITHIN 15 FEET OF A RIGHT OF WAY**

The Undersigned, to the fullest extent permitted by law, agrees to release, discharge, indemnify and hold harmless the City of College Park, its officers, management, employees, agents, representatives and members of City Council, of and from any and all claims, actions, demands, loss, and causes of action, including costs and expenses, arising from injury, including death, to any person, or damage to any property arising out of or by virtue of the participation of the Undersigned in nonprofit activities within 15 feet of a right of way, except damage caused by the sole negligence of the City of College Park. Indemnification of the City of College Park shall include, but not be limited to, any expenses, including but not limited to attorney fees and court costs, incurred by the City of College Park in the defense of any claim described herein or as a result of any breach by the Undersigned of the terms of this Agreement.

The Undersigned also understands and acknowledges that the terms of this Agreement apply to any and all present or future demands, actions, causes of actions, liens of any kinds, cost, expenses, debts, liabilities, judgments, sums of money, damages, or claims of any kind or character that in any way relate to the participation of the Undersigned in nonprofit activities within 15 feet of a right of way and that Undersigned ay have against the City of College Park, as well as its officers, management, employees, agents representative and members of the City Council.

Undersigned understands and accepts that participation of the Undersigned in nonprofit activities within 15 feet of a right of way may involve certain hazards. The Undersigned expressly assumes all risks and damages incidental to participation of the Undersigned in nonprofit activities within 15 feet of a right of way.

This Agreement is executed by the Undersigned for and on behalf of the Undersigned, his or her heirs, administrators, executors, personal representatives, and assigns, and is intended to be a full and complete release of the City from any and all claims that the Undersigned may now or hereafter have against the City arising out of, or in any way connected with, the Authority's presence on or near the Property. Undersigned understands and acknowledges that this Agreement binds Undersigned's heirs, administrators, executors, personal representatives, and assigns to the greatest extent allowed by law.

UNDERSIGNED HAS BECOME FAMILIAR WITH THE TERMS OF THIS FORM. UNDERSIGNED UNDERSTANDS AND AGREES TO ITS CONTENTS. UNDERSIGNED HAS HAD AN OPPORTUNITY TO ASK QUESTIONS, AND UNDERSIGNED'S QUESTIONS HAVE BEEN ANSWERED TO UNDERSIGN'S SATISFACTION.

*As evidenced by the below signature, the Undersigned has read and agrees to abide by the above Hold Harmless and Release Agreement.*

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (Printed)

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

\_\_\_\_\_  
Address

\_\_\_\_\_  
Organization Address

Sworn to and subscribed  
Before me this \_\_\_\_ day  
Of \_\_\_\_\_ 20\_\_.

\_\_\_\_\_  
Notary Public  
Seal/ Notary Expiration



**PERMIT TO CONDUCT NONPROFIT ACTIVITIES  
IN THE CITY OF COLLEGE PARK**

Name of Nonprofit Organization: \_\_\_\_\_

IDENTITY CARDS ISSUED?      YES ( )      NO ( )      How Many \_\_\_\_\_

Permit good for sixty days beginning \_\_\_\_\_ and ending \_\_\_\_\_

Melissa Brooks  
City Clerk

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

City Seal

Sec. 11-148. - Nonprofit activities.

- (a) Any person desiring to conduct nonprofit activities in the city shall register with and obtain a written permit to conduct nonprofit activities from the city clerk. Permits for nonprofit activities shall be issued without charge.
- (b) Any person desiring a permit to conduct nonprofit activities in the city shall file, on a form to be supplied by the city clerk, an application containing the following:
  - (1) Name of the applicant;
  - (2) Permanent home address of the applicant;
  - (3) Name and address of nonprofit organization or organizations to be represented;
  - (4) Names and addresses of any persons conducting or assisting in the conduct of nonprofit activities on behalf of applicant;
  - (5) Nature of any merchandise, wares, goods or any similar items to be sold or offered for sale or given away in conjunction with the nonprofit activities;
  - (6) Proof of tax-exempt status;
  - (7) Location or locations where nonprofit activities will be conducted.
  - (8) Sufficient documentation indicating that 11-48(d)(5) of this section has been satisfied.
  - (9) An agreement to fully indemnify and hold harmless the City of College Park and its officials, employees and agents from any and all causes of actions related to the conduct of nonprofit activities.
- (c) Upon proper registration with the city clerk, a written permit shall be issued to be valid for a period of sixty (60) days from the date of issuance. In addition, identity cards shall be issued which must be carried by all persons while engaged in nonprofit activities.
- (d) Nonprofit activities shall be subject to the following regulations:
  - (1) They shall only occur between 9:00 a.m. and 5:00 p.m. (or 9:00 a.m. and 7:00 p.m. during daylight savings time) from Thursday through Sunday.
  - (2) The number of representatives conducting nonprofit activities for any single nonprofit organization shall not exceed ten (10) in number at any one time.
  - (3) Immediately prior to soliciting any person within the city, each representative shall present his or her identity card, issued by the city clerk, to each person solicited. Further, each representative must inform each person solicited as to any minimum donation required for the acceptance of any merchandise, wares, goods, or any similar items given by each representative prior to such acceptance by each person solicited.
  - (4) The representatives conducting nonprofit activities must each be at least eighteen (18) years of age.
  - (5) Each organization, group or person conducting nonprofit activities must secure sufficient insurance to cover risk of damage to persons or property while conducting nonprofit activities. The City of College Park must be named as an additional insured for any nonprofit activities conducted within fifteen (15) feet of a right-of-way. In the alternative, each organization, group or person conducting nonprofit activities must secure a letter of credit or surety bond in the amount of one thousand dollars (\$1,000.00) to ensure compliance with this section, with the City of College Park named as the obligee.
- (e) It shall be unlawful for a representative of a nonprofit organization to:
  - (1) Falsely represent, directly or by implication, that funds are being solicited on behalf of any nonprofit organization other than the one registered with the city clerk.
  - (2) Without the express prior permission of any occupant or property owner, solicit at any residence, apartment complex, or shopping mall, other than areas open to public parking, where there is posted any sign forbidding any solicitation.

- (3) Remain on private premises after being asked to leave the premises or continue solicitation after being refused upon the public streets, areas or parks; such action shall constitute harassment.
  - (4) Solicit at any residence where there is posted in plain view a sign reading as follows: "No Solicitors" or "No Peddlers."
  - (5) With respect to any person conducting nonprofit activities on or within fifteen (15) feet of any public right-of-way, to conduct its business in such a manner that the flow of vehicular traffic is impeded. Specifically, conduct of nonprofit activities from travel lanes shall not be permitted; provided however, that walking alongside a line of cars may only be permitted if the person conducting nonprofit activities stays out of the travel lanes and the conduct of nonprofit activities occurs when the traffic light is red and cars are stopped. Additionally, no sales or gifts to vehicle occupants shall be permitted.
- (f) Any person violating any of the provisions of this section shall, upon conviction thereof, be subject to punishment as provided in section 1-8 for each offense.

(Ord. No. 2001-20, § 9, 9-4-01; Ord. No. 2007-21, § 1, 6-4-07)

Sec. 11-149. - Sales of seasonal items and at special events.

- (a) Any person desiring to conduct sales of seasonal items or at special events in the city shall register with and obtain a written permit to conduct nonprofit activities from the city clerk. Permits for these activities shall be issued for a fifteen dollar (\$15.00) fee.
- (b) Any person desiring a permit to conduct sales of seasonal items or at special events in the city shall file, on a form to be supplied by the city clerk, an application containing the following:
  - (1) Name of the applicant;
  - (2) Permanent home address of the applicant;
  - (3) Names and addresses of any persons conducting or assisting in the conduct of sales of seasonal items or at special events on behalf of applicant;
  - (4) Nature of any merchandise, wares, goods or any similar items to be sold or offered for sale;
  - (5) Location or locations where sales of seasonal items or at special events will be conducted;
  - (6) For sales of seasonal items, whether pumpkins or Christmas trees are to be sold; and
  - (7) For sales at special events, the name and date of the special event.
- (c) Upon proper registration with the city clerk, a written permit shall be issued to be valid as follows:
  - (1) Sale of seasonal items: From October 1 to December 31 of the year in which application is made if Christmas trees are to be sold, and from October 1 to October 31 of the year in which application is made if pumpkins are to be sold;
  - (2) Sales at special events: On the day or days of the special event. In addition, identity cards shall be issued which must be carried by all persons while engaged in sales of seasonal items or at special events.
- (d) Sales of seasonal items or at special events shall only occur between 10:00 a.m. and 7:00 p.m.
- (e) Any person violating any of the provisions of this section shall, upon conviction thereof, be subject to punishment as provided in section 1-8 for each offense.

(Ord. No. 2001-20, § 10, 9-4-01)

Sec. 11-150. - Bonding and insurance requirements.

- (a) All applicants under this article, except those conducting nonprofit activities, sales of seasonal items and sales at special events, shall, simultaneously with paying the fee called for herein, give proof of a surety bond conditioned that the applicant shall comply fully with all ordinances of the city and laws regulating the licensee's operation, and guaranteeing to any person or entity that all money paid by

such person or entity will be accounted for and applied according to the representation of the licensee. Such bond shall issue in an amount of not less than one thousand dollars (\$1,000.00) by a surety company authorized to do business in this State. The bond shall run in favor of the city, but action may be taken on the bond by any person or entity who has suffered any damages as a result of the agent's actions. Any bond required by this section shall continue in force as to the surety so long as the agent holds a valid license under this article and for not less than one year from the date that the agent no longer holds a valid license under this article.

- (b) All applicants under this article, except those conducting nonprofit activities, sales of seasonal items and sales at special events, shall provide proof of general liability insurance including products liability and property damage in the amount of five hundred thousand dollars (\$500,000.00) combined single limit. A certificate of insurance and a blanket or specific endorsement shall be delivered to the city clerk prior to the issuance of a license and shall name as additional insureds the city and its employees regarding any liabilities that may arise in connection with the operations of the applicant.

(Ord. No. 2001-20, § 11, 9-4-01)

Sec. 11-151. - Background checks.

Whenever an applicant for any license or permit required by this article indicates that the licensee will be soliciting or otherwise conducting activities in any residential area, the city clerk shall ensure that the police chief conducts a background investigation on the applicant, the licensee or licensees, and any employee of the applicant, applicants, licensee or licensees who will be soliciting or otherwise conducting activities in any residential area.

(Ord. No. 2001-20, § 12, 9-4-01)