

STATESBORO-BULLOCH COUNTY PARKS AND RECREATION DEPARTMENT

Civic Room Facility Rental Procedures

For information on other rental facilities, visit our website at www.bullochrec.com

The Civic Room is available for rental Monday through Sunday between the hours of 8:00 am and 10:00 pm. The Civic Room is located in the Honey Bowen Building at 1 Max Lockwood Drive, Statesboro, Georgia. **Reservations are to be made in person and rental fee and refundable security deposit must be paid at the time of making your reservation.** No rental can be secured without both the rental fee and deposit. Reservations are not taken over the phone. Rentals are made on a first come first served basis.

Rental Charges (Friday Thru Sunday)

4 Hour Minimum	\$150.00
4 to 6 Hours	\$200.00
6 to 8 Hours	\$250.00
8 Hours or more	\$300.00

SECURITY DEPOSIT – \$100 (*must be paid separate from rental fee, we cannot accept cash for a security deposit*)
***** Check or Blank Money Order

Rental Charges (Monday Thru Thursday)

Two Hour Minimum	\$60.00
2 to 4 Hours	\$110.00
4 to 6 Hours	\$160.00
6 to 8 Hours	\$210.00
8 Hours or more	\$260.00

The security deposit is refundable. It will be returned to you as long as the room is left clean and in order, and that you used the room for only the hours you specified. You risk **forfeiting** this deposit if those terms are not met.

Without a formal contract (not appearing in person to make a rental request), SBCPRD will not be held liable for any miscommunication in regards to wrong dates, times, or other requests.

All rental fees apply to community or family functions only. Any for-profit organization holding an event or an event charging fees will result in an additional daily rate charge. This additional rate charge will be determined on a case by case basis.

Advance Reservations

Reservations may be made two (2) years in advance. All rentals are subject to first come first served basis.

Cancellation / Refund

Any cancellations made prior to the rental date will result in forfeit of the rental fee or deposit, whichever is less.

Included in your Rental

- The Civic Room is 48' x 38' and has a tile floor.
- Seventeen (17) lightweight aluminum tables for seating up to six (6) adults per table.
- Ninety-eight (98) stackable chairs.
- Adjacent kitchen which includes a stove, oven, microwave, and refrigerator.
- Men's and women's restrooms are located in the lobby.
- P.A. system with wireless microphone (upon request).
- Photo of facility is featured on our website at www.bullochrec.com.

*Extra tables, chairs, and other arrangements are the responsibility of the renter.

Parking

Please use parking spaces provided along Max Lockwood Drive (in front of building/tennis courts). Also advise your guests of where to park. Parking in the plaza across the street could result in your vehicle being towed.

Renter's Responsibilities

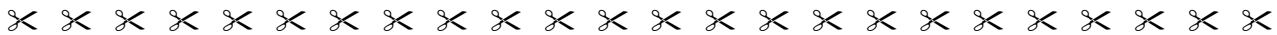
The renter is responsible for picking up a key to the Civic Room the last business day prior to the rental date. Office hours for the Statesboro-Bulloch County Parks and Recreation Department (SBCPRD) are from **8:30 am – 5:30 pm, Monday thru Friday**.

Each renter is responsible for cleaning the facility after use. **Security deposit will not be refunded if the facility is not cleaned and/or damage to the facility is identified.** A closet with cleaning supplies, trash bags, broom, mop, and vacuum cleaner is located in the storage room in kitchen. Locking and securing the facility after use and returning the key to the SBCPRD on the next business day is also the responsibility of the renter.

The following list of renter's responsibilities should be followed during and after your use of the Civic Room:

- ✓ Renter is only entitled to the hours specified on reservation permit. Set up and clean up of the facility is considered part of the rental. Renters will be charged accordingly for any overage. All events must end by 10 PM.
- ✓ No food or drink is allowed in the lobby or hallway.
- ✓ Absolutely **NO ALCOHOLIC BEVERAGES / DRUGS / SMOKING** are allowed on or around any park facility. Persons have who been drinking are not allowed on or around park facilities.
- ✓ Tables should be cleaned and re-stacked on the table cart.
- ✓ Chairs should be cleaned and re-stacked along the back wall. Do **NOT** stack chairs in front of the windows.
- ✓ Civic Room tile floor and kitchen floor must be **SWEPT** and **MOPPED**.
- ✓ Kitchen counters must be cleaned. Please take any left over food items with you.
- ✓ The lobby area must be vacuumed.
- ✓ All trash must either be taken with you or taken outside to the trashcans located at the side of the building (along Fair Road). Place new trashcan liners in all trashcans that are used.
- ✓ Check restrooms to make sure they are clean.
- ✓ When leaving, make sure air conditioner / heat and lights are off.
- ✓ When leaving, make sure that both of the front doors are locked and bolted (latches must be flipped).
- ✓ Renters are responsible for facility damages and will be expected to pay for any necessary repairs.

IN CASE OF EMERGENCY OR STAFF IS NEEDED
Dial: 912-486-3001.



YES, I have received a copy of the SBCPRD Civic Room Facility Rental Procedures outlining rental procedures.

RELEASE, COVENANT NOT TO SUE AND INDEMNIFICATION AGREEMENT

As an inducement for and in consideration of the undersigned's rental of a facility from the Statesboro-Bulloch County Parks and Recreation Department, the undersigned hereby indemnifies and holds harmless Bulloch County and its affiliated organizations and their directors, officers, employees, and agent from and against any and all injuries, damages, claims, actions, causes of action, liability (including liability for negligence), and expenses (including without limitation reasonable attorney's fees) arising from or in any manner connected with the rental and use of said facility by the undersigned.

The undersigned further hereby fully and forever releases and discharges Bulloch County and its affiliated organizations and their directors, officers, employees, and agents from any and all known and unknown, anticipated or unanticipated, arising from or in any manner connected with and its affiliated organizations and their directors, officers, employees, and agents for any such claims, demands, damages, actions, or causes of action.

_____ Renter's Signature

_____ Date

Cleaning Checklist:

The renter is expected to clean the facility after the rental. SBCPRD will provide paper towels, bathroom tissue, plastic garbage bags, broom, mop, vacuum, and bucket. The following list is provided to assist you with meeting the facility cleaning requirements.

- Decorations are removed from all walls and ceilings and properly disposed of after the completion of the function.
- Tables and chairs are wiped off, stacked neatly, and stored in proper place or storage area.
- Floors swept and mopped.
- Hallways and lobby cleaned of all food and trash and have been vacuumed.
- Restrooms cleaned of all trash; toilets flushed.
- All debris around exterior of building (walkways and planted areas) disposed of properly.
- All carpets are vacuumed.
- All dishes, utensils, tableware removed from facility.
- Stovetop and ovens are cleaned.
- Oven and stove must be turned off.
- All sinks scrubbed and cleaned.
- All trash bagged and placed in the dumpster located outside of facility.
- All food removed from refrigerator.
- All counter tops cleaned.
- All lights are turned off and all doors are locked when exiting facility.

Any item left in or on the property will be held for two (2) business days, after which time, said items will be disposed of at the discretion of SBCPRD.

If EMERGENCY maintenance is required, call the "on-call" attendant at (912) 486-3001.

Renter's Acknowledgement

I, (print your name) _____, have read and understand the policies and procedures set forth by Statesboro-Bulloch County Parks and Recreation Department (SBCPRD). I understand that failure to follow these policies may result in the forfeiture of the deposit (in whole or part), and any fees that I have paid.

Please initial next to each statement below to indicate your understanding of SBCPRD policies:

	I agree that the reservation form has been filled out completely.
	All fees are paid at the time of reservation.
	Key (s) must be returned the next business day after the event.
	Key(s) are non-transferable and will only be issued to the renter indicated on the facility permit.
	I cannot enter the facility until my designated time.
	The facility must be kept in its original condition and failure to do so will result in loss of deposit and additional charges may be incurred.
	I am to be present during the entire function.
	I am responsible to meet all facility clean-up requirements.
	Any item left in or on property will be disposed of after 2 business days
	SBCPRD has the right to cancel my rental contract should any violations of any of the listed policies and procedures occur.
	I agree not to use the facility for any unlawful acts.

Renters' Please note: We (SBCPRD) cannot anticipate every situation that may occur, nor can we anticipate all questions you may have regarding a particular policy. SBCPRD reserves the right to amend these policies as necessary. Please clarify any questions you may have regarding these policies prior to executing this rental acknowledgement.

Renter's Signature

Date

SBCPRD Staff Signature

Date