

STATESBORO-BULLOCH COUNTY PARKS AND RECREATION DEPARTMENT
INDOOR FACILITIES RESERVATION POLICY AND PROCEDURES FOR:

**Luetta Moore Park
JONES-LOVE CULTURAL ARTS CENTER**

Reservation Procedure / Deposit Requirement:

All reservations for indoor facilities are to be made during business hours Monday-Friday between the hours of 8:30 AM and 5:30 PM at the Honey Bowen Building. Reservations may be made up to two (2) years in advance.

Indoor facilities are available for rent Monday through Sunday between the hours of 8:00 AM and 10:00 PM, unless SBCPRD has said facility reserved for one of its programs.

All rentals are available on a first-come, first-serve basis.

Rental fees and a refundable security deposit must be paid at the time of reservation. No rental can be secured without paying both the rental fee and deposit. Deposit must be paid as a separate check or a blank money order. Without a formal, written contract, a confirmation receipt of rental, and an approved permit, SBCPRD will not be held liable for any miscommunication in regards to wrong dates, time, or other requests.

The security deposit is refundable. The security deposit will be returned to the renting group as long as the facility reserved is left clean and in order, and that the renter uses the facility for the hours stated on the confirmation form. If these terms are not met, the renter will risk forfeiting the deposit.

Rental fees will not be refunded if actual use time is less than the rental period agreed upon in the facility rental permit.

Insurance Requirements:

Statesboro-Bulloch County Parks and Recreation Department and the Bulloch County Government may require the rental party provide liability insurance against claims resulting from injuries to persons or damage to property, which may arise from or in connection with the renters use of SBCPRD facilities. A minimum of \$1,000,000.00 General Liability Insurance must be secured at the renter's expense. A certificate of insurance is required and must be submitted twenty (20) calendar days prior to the event. The certificate must name Statesboro-Bulloch County Parks and Recreation Department as "Additional Insured" and specify the date and location of the event.

Amending the Facility Rental/Permit:

Once the rental permit has been completed and the renting party desires to make changes to the original permit, such as changing the hours of use or changing the facility, the renter must present the change in writing or in person. An amended permit will be generated by SBCPRD outlining the requested changes and then will be signed by a SBCPRD representative and the parties name which appears on the rental permit.

Cancellation Policy:

Any cancellation made prior to the rental date will result in the forfeit of the deposit or rental fee (whichever is less) by the renting group/organization. Any cancellation must be received by SBCPRD as a written notification by the responsible party listed on the facility rental permit of their intent to cancel the rental event.

Rental Rates for Jones-Love Cultural Arts Center (Friday Thru Sunday):

Hours	Fee	Security Deposit
4 Hours Minimum	\$150.00 flat rate	\$100.00*
4 to 6 Hours	\$200.00 flat rate	\$100.00*
6 to 8 Hours	\$250.00 flat rate	\$100.00*
8 Hours or more	\$300.00 flat rate	\$100.00*

Rental Rates for Jones-Love Cultural Arts Center (Monday Thru Thursday):

Hours	Fee	Security Deposit
2 Hours Minimum	\$60.00 flat rate	\$100.00*
2 to 4 Hours	\$110.00 flat rate	\$100.00*
4 to 6 Hours	\$160.00 flat rate	\$100.00*
6 to 8 Hours	\$210.00 flat rate	\$100.00*
8 Hours or more	\$260.00 flat rate	\$100.00*

***Security Deposit – (\$100.00) Must be paid separate from the rental fee.** We cannot accept cash for the deposit. We will accept a check or a blank money order.

Included in your Rental

- The Cultural Arts Center is 1900 sq. ft. and has a tile floor.
- Seventeen (17) lightweight aluminum tables for seating up to six (6) adults per table.
- One hundred and twenty (120) stackable chairs.
- Adjacent kitchen which includes a stove, oven, microwave, and refrigerator.
- Men's and women's restrooms are located in the hall way.
- Cleaning closet located between the men's and women's restroom.

General Renter Responsibility:

- Set up and clean up of the facility rented is considered part of the rental time.
- Absolutely **NO ALCOHOLIC BEVERAGES / DRUGS / SMOKING** is allowed on or around any SBCPRD facility. No person who has been drinking is allowed on or around park grounds. Smoking areas are on the outside of any SBCPRD facility.
- All tables and chairs should be cleaned and re-stacked. Tables are to be placed on the table cart and the chairs should be re-stacked along wall. Do not stack chairs in front of any window or doorway.
- All kitchen areas should be **swept** and **mopped**.
- Tile floor must be **swept** and **mopped**.
- All kitchen counters must be cleaned. Please take all leftover food items with you.
- All carpeted areas should be vacuumed. This includes all lobbies and hallway areas.
- All trash must either be taken with you or taken outside to the trash dumpsters located outside each facility. Place new liners in all trashcans that are used.
- Check all bathrooms to make sure they are clean.
- When leaving, make sure air condition temperature is set at 78 degrees F, and heat is set at 82 degrees F.
- All lights are to be turned off.
- Make sure all doors are locked.

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.
- Thermostat set to Cool 78°F
- 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 on duty 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