

STATESBORO-BULLOCH COUNTY PARKS AND RECREATION DEPARTMENT

PAVILION FACILITIES RENTAL PROCEDURES

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

Reservation Procedures:

All reservations for pavilion 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.

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.

Reservations are to be made in person. 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 cashier's check. No money orders will be accepted. No phone in reservations will be accepted.

Without a formal, written contract (not appearing in person to make a rental request), 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 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.

No rental can be confirmed without the rental fee being paid.

Reservations may be made two (2) years in advance.

Security Deposit Required:

Security deposit must be paid at the time the rental is made. The renting group/organization is responsible for **All** clean up and any damages done to any park facility or grounds. The renting group/organization will lose their deposit if any facility area is not clean or damage has been done to the facility.

No rental can be confirmed without a security deposit being paid. The security deposit must be paid separate from the rental fee. **We can not** accept Cash for the security deposit.

We do not accept tentative reservations. Reservations may not be transferred or sublet.

All deposits are fully refundable after the event if the following criteria are met:

- There is no damage to the pavilion, festival area, playground, or any grass area around the pavilions.
- There is no additional SBCPRD staff needed to clean or repair facility as a result of your rental.
- The hours of use do not exceed those paid for and agreed upon in the facility rental permit.

Fees will not be refunded if actual time is less than that agreed upon in the facility rental permit. Therefore, reserved time should be chosen carefully.

Amending the Facility Rental/Permit:

Once a pavilion rental permit has been completed and the rental contract signed by the renting party representative and the renting party desires to make changes to the original permit, such as changing the hours of use or adding additional pavilions to the contract, 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.

Pavilion Locations/Fees/Amenities:

MILL CREEK REGIONAL PARK – Highway 24 East

Size	Number of Tables	Number of Grills	Capacity	Number Available	Rental Fee	Security Deposit
30' x 60'	18	2 Large	110-130	1	\$15/Hour	\$100*
16' x 24'	3 Each	1 Each	19-25	4	\$10/Hour	\$50*

PLEASE NOTE, ELECTRICITY IS ONLY AVAILABLE AT THE MILLCREEK LARGE PAVILION*

BROOKLET – GEORGE ROBUCK PARK – Cromley Road

Size	Number of Tables	Number of Grills	Capacity	Number Available	Rental Fee	Security Deposit
44' x 30'	10	1 Large	60-80	1	\$10/Hour	\$50*

STILSON COMMUNITY PARK – Highway 119 Connector (Next to Stilson Elem)

Size	Number of Tables	Number of Grills	Capacity	Number Available	Rental Fee	Security Deposit
36' x 24'	10	1 Large	60-80	1	\$10/Hour	\$50*

NEVILS COMMUNITY PARK – Nevils– Denmark Road

Size	Number of Tables	Number of Grills	Capacity	Number Available	Rental Fee	Security Deposit
36' x 24'	10	1 Large	60-80	1	\$10/Hour	\$50*

***Security Deposit must be paid separate from the rental fee. We cannot accept cash for a security deposit. Acceptable forms for deposit: check or money order.**

For Non-Profit groups, a written request will have to be made to SBCPRD stating the purpose of your function. The hours of the event, precise facilities that will be reserved, and the number of participants that would be expected for the event will need to be included in the written request.

Renter's Responsibilities/ SBCPRD Regulations:

- Parking is restricted to **Parking Lot Only**. Vehicles are not to be driven or parked on the grass or sidewalks. Damage done to SBCPRD property or pavilion as a result of a vehicle will be charged against the rental/security deposit. If this regulation is not followed, SBCPRD staff has the right to call the local City Police or County Sheriff's Department depending on jurisdiction where the pavilion is located.
- **NO ALCOHOLIC BEVERAGES** are allowed on SBCPRD property.
- **NO SMOKING** is allowed under pavilions.
- If grills are used, (those furnished or grills brought in by the rental group) renters are responsible for cleaning grills and hauling off the used and unused charcoal. **Do not** put charcoal in SBCPRD trashcans or dumpsters.
- **Do Not** move tables from one pavilion onto another.
- All trash must be put in trash drums, dumpsters, or trashcans located adjacent or near pavilion site.
- Renters that will be having their event catered must have a meeting with Caterer to go over vehicle and grille use pertaining to driving on SBCPRD property. This meeting must be done ten (10) days in advance with the Operations Supervisor of SBCPRD.
- Based on the number of guest attending the event, SBCPRD may require your group to furnish porta-potties. If required, the renting group will be responsible for the cost of the porta-potties.
- ***PLEASE NOTE, ELECTRICITY IS ONLY AVAILABLE AT THE MILLCREEK LARGE PAVILION****

Liability Insurance Requirements:

SBCPRD can request that 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.

**In case of emergency:
Please dial 486-3001, leave a message if necessary, and the on-call staff person will
return your call.**

For information on all SBCPRD facilities, please visit: www.bullochrec.com

Acknowledgement

Yes, I have received a copy of the SBCPRD Pavilion Rental Procedures outlining rental procedures. I (print your name and organization)

_____ have read and understand the policies and procedures set forth by SBCPRD.

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 agents 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 all 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