

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

**PORTAL COMMUNITY BUILDING**

**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.

**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 blank money order. 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 that 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 Portal Community Building:**

<b>Hours</b>	<b>Fee</b>	<b>Security Deposit</b>
4 Hours Minimum	\$75.00	\$50.00*
4 to 6 Hours	\$120.00	\$50.00*
6 to 8 Hours	\$150.00	\$50.00*
8 Hours or More	\$180.00	\$50.00*

\*Security Deposit – (\$50.00) 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**

- 144 square feet, meeting room
- Six (6) lightweight aluminum tables (70" X 30") for seating up to six (6) adults per table.
- Twenty (20) folding chairs
- No kitchen
- Two restrooms

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

**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** are 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.
- No food or drink is allowed in lobby, lounge area, or hallways.
- 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.

**Security at Event:**

SBCPRD reserves the right to require security personnel and/or adult supervision based on an appropriate ratio to attendees as deemed necessary by SBCPRD, to insure the safety and welfare on the attendees while using said facilities. SBCPRD reserves the right to restrict or limit access to the building during the course of the rental. A copy of a signed contract between the security company and the renter or a list of the names and signatures of the persons over the age of 21 serving as monitors must be on file with rental permit twenty (20) calendar days prior to the date of the event. SBCPRD reserves the right to verify age and identity of adult supervisors by means of photo identification. If outside security is hired, renter must pay for security personnel.

**Facility Keys:**

Renter is responsible for picking up a key to the facility the last business day prior to the rental date. The key must be picked up at SBCPRD main office at the Honey Bowen Administration Office between 8:30 AM and 5:30 PM. The key must be returned the following business day to the Honey Bowen Administration Office.

**In case of emergency:  
DIAL 912-486-3001 (On-Call Phone)**

\*\*\*\*\*For information on all SBCPRD facilities, please visit: [www.bullochrec.com](http://www.bullochrec.com)\*\*\*\*\*

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YES, I have received a copy of the SBCPRD Portal Community Building 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.
- Thermostat set to Cool 78°F and Heat 82°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 must be 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 <b>cannot</b> 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