

STATESBORO-BULLOCH COUNTY PARKS AND RECREATION DEPARTMENT

Brooklet Community Building Rental Procedures

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

The Brooklet Community Building is available for rental **Sunday through Saturday from 8:00 am and 10:00 pm. Reservations are to be made in person or online.** No rental can be secured without the rental fee. Reservations are not taken over the phone. Rentals are made on a first come first served basis.

Rental Charges (Monday Thru Thursday)

Two Hour Minimum	\$100.00	*Holiday rental rates are the same as Friday through Sunday rates if Holiday falls on a weekday.
2 to 4 Hours	\$150.00	
4 to 6 Hours	\$200.00	
6 to 8 Hours	\$250.00	
8 Hours or more	\$300.00	

Rental Charges (Friday Thru Sunday)

4 Hour Minimum	\$250.00
4 to 6 Hours	\$300.00
6 to 8 Hours	\$350.00
8 Hours or more	\$400.00

Renter shall pay Statesboro Bulloch County Parks and Recreation the actual, reasonable costs of any repair or replacement of any property damaged by the Renter's use of the facility, normal wear and tear excepted.

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.

Included in your Rental

- The Brooklet Community Building is 40' x 80' and has a tile floor.
- Seventeen (17) lightweight aluminum tables for seating up to six (6) adults per table.
- Eighty (80) stackable chairs.
- Adjacent kitchen which includes a stove, oven, microwave, refrigerator and ice machine.
- Men's and women's restrooms are located inside the facility.
- Photo of facility is featured on our website at www.bullochrec.com.

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

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 not allowed on walls and ceilings. Decorations can be placed on tables only. **No glitter or confetti.**
- 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 for cooling and 68°F for heating.
- Restrooms cleaned of all trash; toilets flushed.
- All debris around exterior of building (walkways and planted areas) disposed of properly.
- 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 additional charges being assessed.

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 can result in additional charges.
	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.
	Any organization holding an event charging fees will result in an additional charge by SBCPRD.

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