

## 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](http://www.bullochrec.com)\**

### **\*\*FOR SECURITY REASONS THIS ROOM IS UNDER SURVEILLANCE\*\***

The Civic Room is available for rental Sunday through Saturday 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 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
2 to 4 Hours	\$150.00
4 to 6 Hours	\$200.00
6 to 8 Hours	\$250.00
8 Hours or more	\$300.00

**\*Holiday rental rates** are the same as Friday through Sunday rates if Holiday falls on a weekday.

#### **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 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, refrigerator and ice machine.
- 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](http://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**

Each renter is responsible for cleaning the facility after use. A closet with cleaning supplies, trash bags, broom, mop, and vacuum cleaner is located in the storage room in kitchen.

**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** is 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.
- ✓ Renters are responsible for facility damages and will be expected to pay for any necessary repairs.
- ✓ **NO DECORATIONS OF ANY TYPE ARE ALLOWED TO BE ATTACHED TO WALLS OR CEILING!!**
- ✓ **NO CONFETTI OR GLITTER!!**

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

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**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 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.
- 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.
- Thermostat set to Cool 78°F cooling and 68°F for heating.

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.
	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 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