

STATESBORO-BULLOCH COUNTY PARKS AND RECREATION DEPARTMENT

Portal Community Building Rental Procedures

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

The Portal Community Building is available for rental Sunday through Saturday between the hours of 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

4 hours Minimum	\$75.00
4 to 6 hours	\$120.00
6 to 8 hours	\$150.00
8 hours or More	\$180.00

Without a formal contract, 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.

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.

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.

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.

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:

The following list of renter’s responsibilities should be followed during and after your use of the Stilson Community Building:

- ✓ Renter is only entitled to the hours specified on reservation permit. Set up and cleanup 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 and returned to the closet.
- ✓ Chairs should be cleaned and re-stacked and returned to the closet.
- ✓ All floors should be **SWEPT, MOPPED and/or vacuumed.**
- ✓ Kitchen counters must be cleaned. Please take any left-over food items with you.
- ✓ 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 restrooms to make sure they are clean.
- ✓ When leaving, make sure air conditioner / heat and lights are off.
- ✓ When leaving, make sure that all doors are locked.
- ✓ 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!!**

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 8:00 AM and 5:00 PM. The key must be returned the following business day to the Honey Bowen Administration Office.

**In case of emergency:
Dial the On-call Cell phone at 912-486-3001.**

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



YES, I have received a copy of the SBCPRD Stilson 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 for cooling and 68°F for heating.
- 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 additional charges.

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 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