

Mailing Address: P.O. Box 408
Physical Address: 1 Max Lockwood Drive
Statesboro, Georgia 30459



Phone: (912) 764-5637
Fax: (912) 764-2425
E-mail: mail@bullochrec.com

RENTAL CONFIRMATION

Facility (please circle): **Civic Room** **Sr. Citizens Multi-Purpose Room** **Brooklet Building**
Portal Community Building **Stilson Community Building** **Luetta Moore Building**

Name of Individual / Organization _____

Contact Person if Organization _____ Date of Birth: _____

Mailing Address _____
(Street) _____ (City) _____ (State) _____ (Zip Code) _____

Telephone Number _____
(Home) _____ (Work) _____ (Cell / Other) _____

E-Mail Address _____

Day / Date of Rental _____

Time of Reservation: Time In _____ AM PM Time Out _____ AM PM Total Hours _____

****Your time of reservation MUST include your set up and clean up time. Your set up before and clean up after must take place within your rental time.**

Type of Rental (Birthday Party, Family Reunion, Youth Dance, Etc.) _____

**** Depending on the type of rental, a security guard may be hired at the renter's expense if deemed necessary by SBCPRD****

Number of People Expected to Attend _____ Age Group of People Attending _____

If room is reserved for minors, how many chaperones will attend _____

**** A minimum of 1 chaperone to 20 children is required.**

This is a confirmation of the reservation that I have made with the Statesboro-Bulloch County Parks and Recreation Department. I understand that my reservation is not complete until the rental fee and deposit is paid and a facility reservation contract form is completed. By signing below, I am confirming the above information to be correct and that I have read, understand, and been given a copy of the facility rental procedures and will abide by them.

Renter's Signature _____ Date _____

OFFICE USE ONLY

Rental Fee Due: _____ Paid: YES NO Security Deposit: _____ Paid: YES NO Permit # _____

Staff Making Reservation: _____ Today's Date: _____

Key # _____ Key Returned: YES NO Deposit Returned to Renter: YES NO