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Statesboro, Georgia 30459



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**RENTAL CONFIRMATION**

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

Name of Individual / Organization \_\_\_\_\_

Contact Person if Organization \_\_\_\_\_

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 BCRPD\*\***

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 Bulloch County Recreation and Parks 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