

BULLOCH COUNTY RECREATION AND PARKS DEPARTMENT

Multi-Purpose Room Facility Rental Procedures

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

****FOR SECURITY REASONS ROOM IS UNDER SURVEILLANCE****

The Multi-Purpose Room is available for rental Sunday through Saturday between the hours of 8:00 am and 10:00 pm. The Multi-Purpose Room is located in the rear of the Honey Bowen Building at 1 Max Lockwood Drive, Statesboro. The Multi-Purpose Room is a banquet type facility, which is suitable for adult functions, such as wedding receptions, banquets, retirement dinners, etc. **Reservations are to be made in person or online.** No rental can be secured without both the rental fee. No phone in reservations are allowed. Rentals are made on a first come first served basis.

Rental Charges (Monday Thru Thursday)

2 Hour Minimum	\$100	*Holiday rental rates are the same as Friday thru Sunday rates if Holiday falls on a weekday
2 to 4 Hours	\$150	
4 to 6 Hours	\$200	
6 to 8 Hours	\$250	
8 Hours or more	\$300	

Rental Charges (Friday Thru Sunday)

4 Hour Minimum	\$250
4 to 6 Hours	\$300
6 to 8 Hours	\$350
8 Hours or more	\$400

Without a formal contract, BCRPD will not be held liable for any miscommunication in regard to wrong dates, times, or other requests.

Renter shall pay Bulloch County Recreation and Parks Department 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.

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 or 25% of profits, whichever is greater.

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 Multi-Purpose Room is 32' x 50' and has a carpeted floor.
- Thirteen (13) lightweight round aluminum tables for seating up to eight (8) adults per table.
- One hundred ten (110) banquet style stackable chairs.
- Adjacent kitchen, which includes a stove, oven, microwave, refrigerator, and ice machine.
- Adjacent men's and women's restrooms.
- P.A. system with wireless microphone (upon request).
- Photo of facility is featured on our website at www.bullochrec.com.

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

Parking

Please use parking spaces provided in front of Senior Citizens Building (entrance to parking lot is next to tennis courts).

Renter's Responsibilities

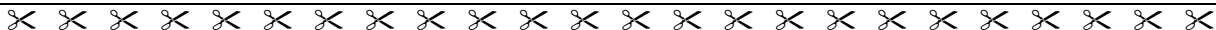
An BCRPD staff person will meet the renter at the entrance of the Multi-Purpose Room to open and close the facility. It is the renter's responsibility to meet the staff person at the appropriate time.

Each renter is responsible for cleaning the facility after use. A closet with cleaning supplies, trash bags, broom, mop, and vacuum cleaner is located next to the men's restroom.

The following list of renter's responsibilities should be followed during and after your use of the Multi-Purpose Room. The BCRPD staff person will go over this checklist with you at the opening of the facility:

- ✓ Renter is only entitled to the hours specified when reservation is made / confirmed. Set up and clean up of the facility is considered part of the rental. Renters will be charged accordingly for any overage. All renters must be out of the building by 10:00 pm.
- ✓ No decorations are allowed (no tape or thumb tacks on walls, straw, etc.) You may use table decorations.
- ✓ No food or drink is allowed in the lobby / lounge area 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 in storage room.
- ✓ Chairs should be cleaned and re-stacked along wall in storage room.
- ✓ Kitchen floor must be **SWEPT** and **MOPPED**.
- ✓ Kitchen counters must be cleaned. Please take any left-over food items with you.
- ✓ The Multi-Purpose Room, hall and lobby area must be vacuumed.
- ✓ Please take trash to the trashcans located at the outside of kitchen door. Place new trashcan liners in all trashcans that are used.
- ✓ Check restrooms to make sure they are clean.
- ✓ 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



YES, I have received a copy of the BCRPD Senior Citizens Multi-Purpose 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 Bulloch County Recreation and Parks 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. BCRPD 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 or 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 and all doors are locked when exiting facility.
- 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 BCRPD.

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 Bulloch County Recreation and Parks Department (BCRPD). 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 BCRPD policies:

	I agree that the reservation form has been filled out completely.
	All fees are paid at the time of reservation.
	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
	BCRPD 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 BCRPD.

Renters' Please note: We (BCRPD) cannot anticipate every situation that may occur, nor can we anticipate all questions you may have regarding a particular policy. BCRPD 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

BCRPD Staff Signature

Date