

P.O. Box 408  
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**

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 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

