**Rental Confirmation**

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

Contact Person \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Rental \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Time of Reservation: Tine In \_\_\_\_\_\_\_\_\_\_\_ Time Out \_\_\_\_\_\_\_\_\_\_\_\_\_

Type of Rental (Birthday Party, Family Reunion, Banquet, Etc) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of People Expected to Attend \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Kitchen Needed? **($50**) \_\_\_\_\_\_\_\_\_\_\_\_\_

**Rental Fee**: **$300.00** plus a **$250.00** damage deposit which will be returned once the ECRD staff has inspected the rental area and finds not damages or clean up needed.

This is a confirmation of the reservation that I have made with the Evans County Recreation Department. I understand that my reservation is not complete until the rental fee and damage deposit is paid and a facility contract form is completed. I understand that if the Evans County Recreation Department has to do any repairs, replacements, and clean up that I will forfeit my damage deposit.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Renter’s Signature) (Date)

**Evans County Parks and Recreation Department Facility Rental Procedures**

The George Neder Center facilities are available for rental Monday through Friday between 6:00 and 10:00 p.m. unless arrangements have been made, and on Saturday and Sunday between 8:00 a.m. & 10:00 p.m. The most popular room to rent is the Large Multi-Purpose Room which is located in the rear of the George Neder Center building.  The Multi-Purpose Room is a banquet type facility, which is suitable for adult functions, such as birthday parties, retirement dinners, family reunions, etc.  Rentals will not be taken for dances serving as fund-raising activities by any party. Reservations may be made at the George Neder Center. The Damage Deposit must be paid at the time of making your reservation.  No rental can be secured without the damage deposit.  The damage deposit of $250 and will be given back once inspected by staff and deemed acceptable.

Without a formal contract, the Evans Country Recreation Department will not be held liable for any miscommunication in regards to wrong dates, times, or other requests.

**Advance Reservations**

Reservations may be made one (1) year in advance. All rentals are subject to a first come first served basis.

**Cancellations/Refund**

Any cancellations made prior to the rental date will result in forfeit of the deposit.

**Included in your Rental**

         Approximately Twenty (13) light weight rectangle tables for seating up to eight (8) adults per table.

         Approximately one hundred (120) banquet style stackable chairs.

         Upon request and for an additional fifty dollar fee ($50) kitchen is available which includes, stove, oven, microwave, refrigerator, and ice machine.

         Men’s and Women’s Restrooms.

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

**Renter’s Responsibilities**

Please call the George Neder Center at least one day in advance to arrange picking up a key to the facility. Each renter is responsible for cleaning the facility after each use. A closet with cleaning supplies, broom, mop, and vacuum cleaner is located next to the women’s restroom. Thermostats are set and locked to a comfortable environment. Please be aware that a large number of person within the room generate a good degree of body heat. Also, items such as food warmers affect the room temperature. Therefore, the thermostats will not be adjusted for these as the efficiency of the units will be affected. The following list of renter’s responsibilities should be followed during your use of the facility.

  Renter is only entitled to the hours specified when reservation is made and or confirmed.

  No decorations are allowed on walls, you may use table decorations.

  Absolutely NO ALCOHOLIC BEVERAGES/DRUGS/SMOKING are allowed in the building. Persons who have been drinking are no allowed on or around park facilities.

In case of an emergency or staff is needed dial: 912-334-9897

**Cleaning Checklist**

The renter is expected to clean the facility after the rental. ECRD will provide paper towels, bathroom tissue, broom, mop, vacuum, and bucket. The following list is provided to assist you with meeting the facilities cleaning requirements.

1. Decorations are not allowed on walls. Decorations can be placed on tables only.
2. Tables and chairs are wiped off, stacked neatly, and stored in the proper area.
3. Floors are swept and mopped.
4. Lobby is cleaned of all trash.
5. Restrooms cleaned of all trash, and toilets are flushed.
6. All debris around exterior of building disposed properly.
7. All dished, utensils, tableware are removed from facility.
8. All trash can emptied into dumpster located outside facility.
9. All lights are turned off and all doors are locked when exiting facility.

ANY ITEM LEFT IN OR ON PROPERTY WILL BE HELD FOR TWO (2) BUSINESS DAYS, AFTER WHICH TIME, SAID ITEMS WILL BE DISPOSED AT THE DISCRETION OF ECRD.

As an inducement for and in consideration of undersigns rental of a facility from the Evans County Parks and Recreation Department, the undersigned hereby indemnifies and holds harmless Evans County and its affiliated organizations and their directors, officers, employees, and agents from and against any and all injuries, damages, claims, actions, cause 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 facility by the undersigned.

The undersigned further hereby full and forever release and discharges Evans County and its affiliated organizations and their directors, employees, and agents from any and all known and unknown, anticipated of unanticipated, arising from or in any manner connected with and its affiliated, organizations and their directors, officers, employees, and agents for such for any claims, demands, damages, actions, or cause of action.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Renter’s Signature Date

**Renter’s Acknowledgement**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, have read and understand the policies and procedures set forth by the Evans County Parks and Recreation Department. I understand that failure to follow these policies will result in forfeiture of the deposit and any fees I have paid.

Please initial next to each statement to indicate your understanding of ECRD policies

\_\_\_\_ I agree that the reservation for has been filled out completely.

\_\_\_\_ $250 damage deposit has been paid.

\_\_\_\_ Key must be returned the next business day after the event.

\_\_\_\_ I cannot enter the facility until the designated time.

\_\_\_\_ The facility must be kept in its original condition, failure to do so will result in loss of my deposit.

\_\_\_\_ I am to be present during the entire function.

\_\_\_\_ Any item left in or on our property will be disposed after 2 business days.

\_\_\_\_ ECRD has the right to cancel my rental contract should any violations of any of the listed occur.

\_\_\_\_ I agree not to use the facility for any unlawful acts.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Renter’s Signature Date