

POLICY FOR USE OF
BULLOCH COUNTY BOARD OF COMMISSIONERS' COMMUNITY ROOM

It is the policy of the Bulloch County Board of Commissioners that the community room may be used by organized civic groups, public functions or other events, both public and private. Reservations must be made and approved in writing by the County Manager.

Community Room Guidelines:

- A maximum of 30 people will be allowed to attend the event after business hours between 5:00pm and 10:00pm.
- Cooking or alcoholic beverages are not permitted on the premises.
- Prior to the event, arrangements will be made with the Building and Facilities Department to provide access to the community room.
- The applicant who reserves the community room shall be responsible for ensuring that attendants do not enter other areas of the building.
- The applicant shall be responsible for any set-up arrangements and returning the premises to its original condition.
- This a smoke-free facility; please do not smoke inside the building or empty ash trays into the garbage container outside.
- The County Manager reserves the right to cancel any events due to conflict with County business.
- The County shall not be held liable for any injuries associated with this event.
- The applicant shall be responsible for any damages and will reimburse Bulloch County for all damages resulting from this event.
- Organizations or persons not adhering to these guidelines may be denied future use of the community room

BULLOCH COUNTY COMMUNITY ROOM RESERVATION APPLICATION

Date Applicant Name

Date & time of event

Attendance Number

Name of Event

Contact Name & Address

Contact Phone Number & Email Address

I am the authorized contact person of the above stated applicant, and I have read and hereby agree on behalf of the applicant to the attached policy established by the Bulloch county Board of Commissioners for use of the requested county facility.

Applicant Contact Date

For Official Use Only

- approved
- denied

County Manager Reason for denial Date