

TERMS AND CONDITIONS

IN-OFFICE RESERVATION INFORMATION

If you are a non-profit organization or planning an event for a military organization, you must either contact the Parks and Recreation Office at 912-652-6780 or stop by 101 John J. Scott Drive (Memorial Stadium), Savannah, GA to make reservations. Online reservation services are not available for non-profit organizations or groups planning an event for a military organization.

Before beginning the reservation process, please read the following:

1. All reservations are made on a first come, first serve basis.
2. Payment of all fees associated with rentals are due in full at the time the reservation is made.
3. All online reservations must be made by credit/debit card. Personal checks will only be accepted from Chatham County residents and at a minimum of thirty (30) days prior to a booking.
4. Set-up and clean-up activities are considered to be included in the total rental time requested.
5. **NO COOKING** at any indoor facilities or Walter Parker Pier and Pavilion (Tybee Pier and Pavilion).
6. **The use of alcoholic beverages is strictly prohibited at all Chatham County facilities,** with the exception of the Tybee Pier and Pavilion (Walter Parker Pier and Pavilion).
7. A refundable cleaning deposit of \$100 (**cash only**) is required at Frank Murray Community Center, Lake Mayer Community Center, L. Scott Stell, and Tom Triplett Community Center. The deposit is paid to staff upon arrival to the facility and refunded at the conclusion of the event, after staff has checked to assure the facility was left in the same condition as the onset of the rental.
8. Only Painter's tape is allowed for hanging decorations.
9. The Parks and Recreation Department reserves the right to review all rental permits for security or other modifications. If you have reserved your event as a non-profit event, and it is determined that your rental is not being utilized for your stated non-profit, additional payment will be requested on site, or your event will be limited to the amount of time paid for at the posted hourly rate. **No 'profited' events are allowed at any Chatham County facilities (e.g. food trucks, pop up shops, etc.)**
10. Amusement space must be purchased for amusement equipment (e.g. bounce houses) prior to the rental date. Generators must be furnished for all amusement equipment.

