

# PUTNAM COUNTY BOARD OF COMMISSIONERS



117 Putnam Drive, Suite A ♦ Eatonton, GA 31024

## General Guidelines for use of County Property

- All reservations must be made in person at the offices of the Putnam County Board of Commissioners, 117 Putnam Drive, Suite A, Eatonton, Georgia.
- Minimum age requirement for reserving county property is 21.
- State issued Driver's License or Identification Card must be presented at time of reservation.
- There must be at least one adult chaperone for each 20 guests or individuals under age 21.
- County Property may only be used during times listed on your reservation form (this includes set-up and clean-up).
- County Property may **not** be used for fundraising, unless it is for a nonprofit organization or church group.
- County Property may **not** be used by any group or organization having closed membership, which discriminates on the basis of race, sex, or national origin.
- **No alcohol use, smoking, loud music, fighting, weapons, or profanity allowed at any County Property.**
- No charge for admission allowed at any County Property.
- Individual, group, or organization using County Property agrees to assume any and all liability for any injury or loss attributable to the use of County Property and to Hold Harmless Putnam County, its Board of Commissioners, employees and agents for the same.
- Costs for repair of any and all damages to County Property shall be charged to the person or group who is responsible for the event.
- Insurance must be maintained on vehicles used for events on County Property.
- Putnam County will not be responsible for articles left on premises.
- All events must end by 11:00 pm on all County Property.
- County Property must be left clean.