

# PUTNAM COUNTY BOARD OF COMMISSIONERS



117 Putnam Drive, Suite A ♦ Eatonton, GA 31024

## COUNTY PROPERTY RESERVATION FORM ADMINISTRATION BUILDING

(PLEASE PRINT NEATLY):

Date of use: \_\_\_\_\_ Purpose: \_\_\_\_\_

Beginning Time: \_\_\_\_\_ Ending Time: \_\_\_\_\_ Total # of hours: \_\_\_\_\_

Organization/Group (if applicable): \_\_\_\_\_

Name (Responsible For Event): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Cell #: \_\_\_\_\_ Email: \_\_\_\_\_

Room:       Room 203 (Public Hearing Room)       Room 204 (Commissioner's Conference Room)  
               Room 301 (Small Conference Room)       Rotunda (Lobby)  
               Other \_\_\_\_\_

\*Number of attendees expected: \_\_\_\_\_

\*Room setup:       Classroom style       Boardroom style       Assembly room

\*Extras:       Podium       Microphone       Audio/Visual system

Coffee       Water       Extra tables

By my signature, I have read and understand the *General Guidelines for use of County Property*. I agree that I will use the County Property only for the times and date specified. I understand that if any of these regulations are not followed, I may be charged a fee and may not be allowed to use County Property again in the future.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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### FOR BOC OFFICE USE ONLY

Administration Building:     Approved       Denied

\_\_\_\_\_  
County Manager or Clerk Signature

\_\_\_\_\_  
Date

Added to calendar        
Copied to Public Buildings