

PUTNAM COUNTY BOARD OF COMMISSIONERS



117 Putnam Drive, Suite A ♦ Eatonton, GA 31024

COUNTY PROPERTY RESERVATION FORM COURTHOUSE

(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: Main Courtroom East Courtroom
 West Courtroom Other _____

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: _____

FOR BOC OFFICE USE ONLY

Approved

Denied

Approved

Denied

Sheriff Signature

Date

County Manager Signature

Date

Added to calendar

Copied to Public Buildings