

Procedures for Renting the Community Center

1. You must be a resident of Worth County to reserve the Center.
2. An Agreement must be signed and a copy of their Utility Bill, Picture I.D. and 2 checks for \$250.00 must be given at the time of reserving building. (1) check is for reserving the building and (1) check is for damage deposit. The damage deposit check can be placed in the bank bag with a note to hold until after the building has been checked. I request two (2) phone numbers at the time of reservation. I put both numbers in the reservation book at the front desk.

No reservations can be made in advance for the next year until January 1st of New Year.

3. A copy of the Worth County Community Center procedures must be given to them at the time the reservation is made. A copy of the procedures are posted at the Community Center.
4. Barbara Walker will check the building in order for the previous person to get the damage deposit returned.
5. **No person is allowed to be issued the key until the building has been checked and there are no discrepancies.**
6. NO RESERVATIONS are made BACK-TO-BACK due to the person that has reserved the building must have adequate time to clean.
7. If a person has reserved the building during a holiday, the key must be returned to the JAIL so that they will not have the building for an extended length of time if this office is closed for Thanksgiving and Christmas. These are the only holidays that this applies.
8. If the person that has reserved the building is requesting to use the divider, we must be called before the reservation so that we will have time to do this.
9. In case of emergency NOTICE is posted at the building stating call 776-8223 and ask for LYNN FORD or JASON BROOKS.
10. To make reservations call the Worth County Board of Commissioners at (229) 776-8200 ext. 0.