



Instructions to Download Rental Agreements for Hardy Hall and Brooks Chapel

1. Go to **www.brooksga.com**
2. Click the **Rental Facilities** tab at the top of the page to open the drop-down menu.
3. Check the **Reservation Calendar** to confirm your desired date is available.
4. Return to the **Rental Facilities** tab and click **Rental Agreement**.
5. Print and complete the agreement **in its entirety** for the requested facility.
6. Return the completed forms and payment to the **Brooks Library** or **Town Hall**.

Online Rental Payment Instructions

1. Click the **Rental Facilities** drop-down menu and select **Pay Online**.
2. Choose **Facility Rentals** and use the add to cart tabs to add the rental and security options for the facility you wish to rent. Both the rental and security deposit must be paid at the time of rental.
3. Enter the **name of the reservation** and the **requested reservation date**.
4. View your cart to ensure the **correct facility** and **reservation date** are entered.
5. Proceed to check out and enter your credit card information. *(A service fee will be applied.)* The system will email you a copy of your receipt.