



TOWN OF SUMMERVILLE PARKS & RECREATION
RENTAL PROCEDURES FOR COMMUNITY CENTERS

**** FULL-DAY RENTAL (FACILITY RESERVED FROM 8:00AM – 10:00PM) ****

Facility Rental Fees

Town of Summerville Resident: \$200 Rental Fee + \$100 Key Security Deposit (refundable)

Non-Resident: \$400 Rental Fee + \$100 Key Security Deposit (refundable)

These fees may be waived at the Parks & Recreation Manager’s discretion for certain groups. These exempt groups include, but are not limited to, the following:

- Official groups/associations that provide in-kind service to Town
 - o Examples: Flowertown Garden Club, Sculpture in the South, Summerville D.R.E.A.M, etc.
- Official meetings of in-town homeowners’ associations
- Official meetings for Town of Summerville or other government agencies

Facility Reservations

Reservations may be made in person at the Parks & Recreation office at Gahagan Park.

- o (Office hours are Monday-Friday, 7:00AM-3:30PM).

The aforementioned exempt groups may reserve the facilities for their events at any point in time. However, for all other individuals/groups, the facilities may only be reserved up to three (3) months in advance. For example, starting January 1, 2016, the facilities may be reserved for dates between the timeframe of January 1, 2016 thru April 30, 2016. Events in May 2016 can be reserved beginning February 1, 2016.

Reservations are made upon receipt of signed Rental Procedures, Rental Agreement, Renter’s Checklist, and Rental Refund forms and full payment of rental fee. Partial payments will not be accepted.

** Refunds will be issued if cancellation is made by 3:00PM at least two (2) business days prior to the reserved event. Failure to notify staff of cancellation by this point in time will result in forfeiture of rental fee.

Alcohol is allowed in community centers, but an Alcohol Request for Community Centers form must also be completed prior to event.

Key Deposits

Keys will be issued one (1) business day prior to scheduled event. \$100 Key Deposit is due at this time. Key must be returned in the provided key box located in the kitchen area of community centers before exiting the rental facility.

Key Deposit will be processed for refund after key is returned and inspection of facility for adherence to the Renter’s Checklist. After processing, refund is issued by check and mailed to address renter has specified on Rental Refund Request form within (10) ten business days.

Key Deposit may be withheld at staff’s discretion for actions including, but not limited to, the following:

- Failure to return key by specified time
- Failure to properly clean facility after use
- Failure to exit rental by 10:00PM
- Vandalism to facility and/or equipment therein

Signed: _____ **Date:** _____
 (Signature of User or Organization’s Representative)

Signed: _____ **Date:** _____
 (Witnessed by Town’s Representative)