

Community Center Rental Procedure

Reservations may be made in person at the Parks & Recreation office at Gahagan Park during normal office hours (Monday-Friday 7:00am - 3:30pm).

Local not for profit organizations, in-town homeowners associations and government agencies may reserve the facilities for their events at any time.

All other individuals/groups may reserve the use of a rental facility no more than three (3) months in advance. *Example, beginning January 1, 2016, the facilities may be reserved for dates between January 1, 2016 thru April 30, 2016. Events in May 2016 can be reserved beginning February 1, 2016.*

Facilities are available for most day beginning at 8:00 AM to 10:00 PM

Reservations are made upon receipt of the completed application, proof of residency for the discounted Summerville resident rate and full payment of rental fee. Partial payments will not be accepted.

Schedule of Fees

Rental Fee- Town of Summerville Resident	í í í í í í í ...	\$200.00
Rental Fee- Non-Resident	í í í í í í í í í í í í í í í	...\$400.00
Returned Check Fee	í í í í í í í í í í í í í í í í í	\$35.00 may also result in event cancellation
Key Deposit	í í í í í í í í í í í í í í í í í í í	.\$100.00 refundable

Fees may be waived at the Parks & Recreation Manager's discretion for local not for profit organizations, in-town homeowners associations and government agencies.

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.

Key Deposits

Keys will be issued one (1) business day prior to the scheduled event. A \$100 Key deposit is due at this time. The key must be returned to the Parks & Recreation office on the business day immediately following the event.

The key deposit will be processed for refund when the key to the rental facility has been returned and the rental facility has been inspected by staff to ensure compliance with rental terms as outlined below. Refunds are issued by check and will be mailed within ten (10) business days to the address provided on the rental agreement.

Key deposits 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 |

Damage/Repair/Cleanup

If for any reason there is damage to any part of the rental facility, or damage to another area as a direct result of the event, the extent of damage, as determined by the sole discretion of the Town of Summerville, shall be determined and the dollar amount of any repair or replacement and restitution will be billed to the applicant to be paid in full no more than thirty (30) days from the billing date. If payment is not received within the allotted time, all future facility rental applications will be denied until such time as payment is received and, in addition, Town of Summerville may take legal action to recover costs, including attorney's fees. These costs can be deducted from the security deposit. The provision shall also apply in the case where the party is not required to pay a security deposit for the special event.



TOWN OF SUMMERVILLE PARKS & RECREATION

Community Center Rental Agreement

Facility: ____ Cuthbert Community Center at Azalea Park ____ Depot Building at Doty Park

Type of Rental: ____ Town of Summerville Resident ____ Non-Summerville Resident

Note: Proof of residency must be attached to this application to receive the discounted resident rate

Event Date: _____ Event Time: _____ Number of Guests: _____

Purpose of Event: _____

Organization Name: _____

Applicant Name: _____

Applicant Address: _____

Mobile Phone: _____ Email: _____

Additional Contact: _____ Mobile Number: _____

Do you plan to serve (at no charge) alcoholic beverages at the event?

Do you plan to sell alcoholic beverages (of any kind) during the event?

Note: A Special Event Permit is required for all events where alcoholic beverages will be sold.

How do you plan to ensure/enforce that only those that are of legal drinking age are consuming and/or purchasing alcohol?

____ I understand a certificate of insurance naming the Town of Summerville as an also insured is required for all events where alcohol will be sold/consumed and/or Major Events and in some cases, for smaller events as determined by the Town of Summerville. A Major Event is a Special Event that impacts multiple town departments, has 500 or more people in attendance, and has an impact on any street, right-of-way, and/or Town-owned or managed park or facility.

_____ I understand that the issuance of this permit shall in no way affect the enforcement/persecution of violations of disorderly conduct, public intoxication or any other Town of Summerville ordinance or South Carolina law.

_____ I understand that smoking inside the facilities is strictly prohibited.

_____ I understand that failure to adhere to the below rules and guidelines will result in the forfeiture of deposit.

Rental Terms

- Facilities must be cleaned and vacated by 10:00pm.
- Under no circumstances should staples or tape be used on walls, wood, or furniture.
- **No items** may be attached to walls or ceiling.
- No marks shall be left on walls.
- No surface frying. Stove is to be used for warming only.
- A grill permit (free) must be obtained to grill outside.
- No chafing dishes or open flames are allowed inside the building.
- All kitchen counters and refrigerator must be wiped clean with a mild detergent.
- No food or ice shall be left behind.
- Stove/oven must be turned off and wiped clean, inside and out.
- All floors must be swept. Kitchen and bathroom floors must also be mopped with a mild floor cleaner. **Do not use bleach on floors.**
- Both bathrooms must be cleaned and disinfected.
- All tables and chairs must be wiped clean with a mild detergent and returned to their original location.
- Trash cans must be emptied. All garbage should be put in trash bags and placed in the provided rollaway trash cans.
- All trash including outside the building and the parking area must be (this includes confetti and cigarette butts) deposited in the provided rollaway trash cans.
- The thermostat is preset. It must be set to the appropriate temperatures (A/C: 78⁰; Heat: 65⁰) before exiting the building.
- All lights and ceiling fans must be turned off.
- All doors must be closed and completely locked.
- Key must be returned to the Parks & Recreation office the morning of the first business days following the event.

Note: The renter is responsible for providing his/her own trash bags and cleaning supplies. Toilet paper and hand towels will be provided in restrooms (it is strongly recommended that the renter bring refills).

Deposit Refund Information

Make Check Payable To: _____

Refund Address _____

Release and Indemnification

In consideration for being permitted to use public facilities and/or facilities owned by the Town of Summerville, Applicant agrees to indemnify, release and hold harmless the Town of Summerville, its officers and employees from and against all liability, claims, and demands which are incurred, made or brought by any person or entity on account of damage, loss or injury, including, without limitation, claims arising from property loss or damage, bodily injury, personal injury, sickness, disease, death, or any other loss of any kind whatsoever which arise out of or are in any manner connected with the use of the facilities whether any such liability, claims, and demands result from the act, omission, negligence, or other fault on the fault of the Town of Summerville, its officers, or its employees or from any other cause whatsoever. Your organization is fully responsible for complying with all applicable laws and safety procedures. This permit does not authorize you to enter upon private property or in any way hinder or obstruct pedestrian or vehicular traffic. In order to protect the general health, safety and public welfare of its citizens, The Town of Summerville reserves the right to deny and/or modify the conditions of this permit or to cancel it entirely if it is deemed appropriate by the Town of Summerville.

Signature

Date

FOR OFFICE USE ONLY

Application, required documentation and rental fee received

Payment

Check/Money Order # _____

Receipt # _____

Comments:

Parks & Recreation Department

Date

Recommend Approval

Comments:

Police Department

Date

Recommend Approval

Comments:

Fire Department

Date

Security Deposit required in the amount of \$ _____ Additional Fees \$ _____

_____ Approved _____ Disapproved

Comments:

Parks and Recreation Manager

Date