



Greenville Rec

GREENVILLE COUNTY RECREATION DISTRICT

COMMUNITY CENTER RESERVATION APPLICATION UP TO 250 PEOPLE

Facility: _____

Event Date: _____ Hours of Event: _____ Number in Attendance: _____

Event Name/Purpose: _____

Contact: _____

Address: _____ City: _____ State: _____ Zip: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Email Address _____

Contact Person the day of the event (if different from above) --- this person must be on-site during the event

Name: _____ Cell Phone: _____

Will security be provided? (Required for any rental for participants under age of 21) _____ Yes _____ No

Have you seen this Facility? _____ Yes _____ No

Brief Description of Event: _____

SEE REVERSE SIDE --- SIGNATURE REQUIRED

RENTAL FEES MUST BE PAID IN ADVANCE

Gym:	Out-of-District/For Profit	\$75.00 per hour	3 hour minimum (\$225)
	In-District Discount	\$60.00 per hour	3 hour minimum (\$180)
Building:	Out-of District/For Profit	\$50.00 per hour	3 hour minimum (\$150)
	In-District Discount	\$40.00 per hour	3 hour minimum (\$120)

OFFICE USE ONLY

Rental Fee:	\$
Security Deposit:	\$
Other Fees:	\$
TOTAL DUE:	\$

Other Fees
Transfer total to "Other Fees"

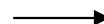
Group Fee:	\$
Staff Fee:	\$
Application Fee: <small>(non-refundable)</small>	\$
TOTAL:	\$

Make check payable to Greenville County Recreation District

Amount Paid \$ _____ Date _____ Receipt # _____

Balance of \$ _____ Due by _____

Balance Paid \$ _____ Date _____ Receipt # _____



GUIDELINES FOR COMMUNITY CENTER RENTALS

1. Admission charges, sales and other profit-making activities are not allowed, unless approved by staff.
2. Alcoholic beverages and/or other intoxicants or persons under the influence of intoxicants are not allowed.
3. No facility will remain open after 12:00 midnight.
4. Tobacco products are prohibited in any County facility.
5. Equipment not available at the facility must be provided by the renter.
6. The renter is responsible for any property damage. A refundable security deposit of \$25.00 for buildings and \$75.00 for gyms may be required.
7. A Greenville County Recreation District staff person must be on duty at all times and if necessary may call the police to evacuate the facility.
8. The Greenville County Recreation District will post additional House Rules and refuse any reservation if necessary.
9. The renter is responsible for setting up and cleaning the facility. This includes taking the trash outside, sweeping and mopping the floor when necessary, and stacking tables and chairs in the appropriate storage areas.
10. Cancellations must be made (2) weeks prior to the event in order to receive a full refund (minus a \$15 administrative fee and application fee). No refunds will be given if an event is canceled within 14 days of the scheduled event.
11. Security (Sheriff's Dept) must be provided for any rental for participants under the age of 21. Renter is responsible for making arrangements and payments (for security) with the Sheriff's Dept.
12. All persons shall be entitled to the full and equal enjoyment of the programs, services, facilities, privileges, advantages, and accommodations of the Greenville County Recreation District without discrimination or segregation on the ground of race, color, religion, sex, or national origin.

One half of the total estimated fee and the security deposit, if requested, are due at the time of reservation with the balance due 14 days prior to the event. I also understand that Greenville County Recreation District staff has complete authority to close down any facility/event. I have read and do understand the terms and conditions of this reservation, and do hereby agree, on behalf of the sponsor of this event, that all persons participating in this event shall adhere to and abide by all applicable rules and regulations.

I have read the Guidelines and Fee information and agree to abide by them

X _____
Signature Date

Staff Person Processing Application _____

Staff Person Working Event: _____

Approved: _____
Center Manager

Date

Center Assistant Manager

Date