



## COMMUNITY CENTER RESERVATION APPLICATION

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

<b>Gym:</b>	Out-of-County/For Profit	\$88.00 per hour	3 hour minimum (\$264)
	In-County Discount	\$70.00 per hour	3 hour minimum (\$210)
<b>Room:</b>	Out-of County/For Profit	\$63.00 per hour	3 hour minimum (\$189)
	In-County Discount	\$50.00 per hour	3 hour minimum (\$150)

**OFFICE USE ONLY**

<b>Rental Fee:</b>	\$
<b>Security Deposit:</b>	\$
<b>Other Fees:</b>	\$
<b>TOTAL DUE:</b>	\$

Other Fees  
Transfer total to "Other Fees"

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

Make check payable to Greenville County or Greenville County Recreation (include phone # and driver's license # on check)

Amount Paid \$ \_\_\_\_\_ Date \_\_\_\_\_ Receipt # \_\_\_\_\_

Balance of \$ \_\_\_\_\_ Due by \_\_\_\_\_

Balance Paid \$ \_\_\_\_\_ Date \_\_\_\_\_ Receipt # \_\_\_\_\_

## GUIDELINES FOR COMMUNITY CENTER RENTALS

1. Greenville County Parks, Recreation & Tourism (GCPRT) offers its facilities for public use by individuals or groups when not in use by GCPRT staff for programming. The facilities may not be used for business/for-profit purposes.
2. GCPRT Community Centers do not rent facilities on State and/or Federal Holidays. Rentals are at the discretion of the Center Manager.
3. Rental Fees require a minimum of 3 hours and vary according to size of facility, number of participants, and residency. General hourly fees: Large spaces - \$70 (Greenville county resident/non-profit organization), \$88 (non-county resident/other organizations); Small spaces - \$50 (Greenville county resident/non-profit organization), \$63 (non-county resident/other organizations); Small meetings, athletic gym practices, and classes - \$30 per hour. Please contact Center Staff for complete fees.
4. A Deposit of \$50 is required at time of reservation and balance is due two weeks prior to the event. Balances paid within two weeks of the event must be paid: **Cash or Credit ONLY or may be cancelled.**
5. Reservation times must include the actual event, set-up, break-down, and cleaning. Additional hours are available at the hourly rental rate applied to the event.
6. A Special Event Permit may be required for rental groups exceeding 75 persons and/or admission charges, sales and other profit-making activities occur and/or depending on the activity taking place within the facility. Renters will be required to submit a Special Events application, along with a non-refundable \$30 application fee and must be approved by the Special Events Committee for the event.
7. Cancellations must be made (2) weeks prior to the event in order to receive a full refund (minus a \$15 administrative fee). No refunds will be given if an event is canceled within 14 days of the scheduled event.
8. No facility will remain open after 12:00 midnight (all persons must clear of the premises).
9. The renter will have access to the available tables and chairs within the facility. However, additional, equipment not available at the facility must be provided by the renter and approved by staff (see Special Event Permit above).
10. The renter is responsible for any property damage. A refundable security deposit of \$75.00 may be required.
11. The renter is responsible for setting up and cleaning the facility. This includes taking the trash to the facility dumpster outside, sweeping and mopping the floor when necessary, and stacking tables and chairs in the appropriate storage areas.
12. A Greenville County Parks, Recreation & Tourism staff person must be on duty at all times and if necessary may call the police to evacuate the facility.

13. Alcoholic beverages and/or other intoxicants or persons under the influence of intoxicants are not allowed on the premises and may be removed by local law enforcement.
14. Tobacco products are prohibited inside any GCPRT facility and only allowed in designated areas.
15. Security may be required for some rentals (mandatory 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. Proof of an agreement with the Sheriff's Dept. must be provided at least two weeks prior to the rental.  
**Sheriff contact # is 864-419-6322 (please get a copy of the Security Policy from staff).**
16. Rental agreements are for exclusive use of the reserved area, not the entire facility and/or park.
17. Please park only in designated parking areas.
18. Please be considerate of others by refraining from loud music, loud behavior, and profanity.
19. Tents, booths, additional equipment must be pre-approved for use by staff (please see Special Events Permit above).
20. Facility must be used for the purpose stated in the agreement and by the person signing the agreement (renter may not assign or sublet premises).
21. Damages to facilities and/or property, not paying for the rental, not abiding by the guidelines set forth above are cause for cancellation/withdrawal of this agreement by GCPRT and renter may be refused use of any GCPRT facilities in the future.
22. Renter is not allowed to post any advertising or hang banners on site without written consent from GCPRT.
23. GCPRT has a "NO SOLICITATION" policy; therefore, placing flyers on site or on vehicles in the parking lot is prohibited.
24. Personal pets are not allowed in GCPRT facilities.
25. All persons shall be entitled to the full and equal enjoyment of the programs, services, facilities, privileges, advantages, and accommodations of the Greenville County Parks, Recreation & Tourism without discrimination or segregation on the ground of race, color, religion, sex, or national origin.
26. The Greenville County Parks, Recreation & Tourism will post additional Facility Rules and refuse any reservation if necessary.
27. GCPRT reserves the right to cancel rental or pre-empt use of space for GCPRT purposes.
28. Renter releases GCPRT from any liability and holds GCPRT harmless from any claims resulting from the use of premises.

I understand that Greenville County Parks, Recreation & Tourism 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.

\_\_\_\_\_  
Renter's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Renter's Name

\_\_\_\_\_  
COMMUNITY CENTER NAME

**COMMUNITY CENTER EMERGENCY CONTACT # Day of Rental:** \_\_\_\_\_