



**COMMUNITY CENTERS  
RESERVATION APPLICATION  
UP TO 300 PEOPLE**

Facility: \_\_\_\_\_

Event Date: \_\_\_\_\_ Expected attendance number: \_\_\_\_\_

Begin Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Event Name/Type/Purpose: \_\_\_\_\_

Primary Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Email Address \_\_\_\_\_

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

Name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Have you seen this Facility? \_\_\_\_\_ Yes \_\_\_\_\_ No

Brief Description of the Event: \_\_\_\_\_

**SEE ATTACHED GUIDELINES --- SIGNATURE REQUIRED**

**RENTAL FEES MUST BE PAID IN ADVANCE**

<b>Gym:</b>	County Resident	\$84.00 per hour	3 hour minimum (\$252)
	Out-of-County Resident	\$105.00 per hour	3 hour minimum (\$315)
<b>Room:</b>	County Resident	\$60.00 per hour	3 hour minimum (\$180)
	Out-of-County Resident	\$75.00 per hour	3 hour minimum (\$225)

**MAKE CHECKS OR MONEY ORDERS PAYABLE TO: GREENVILLE COUNTY**

**OFFICE USE ONLY**

Will security be needed? \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ (if yes, please submit Security Request Form)

Does this event require a special events form? \_\_\_\_\_ Yes \_\_\_\_\_ No (if yes, please submit Special Events Request Form)

Deposit Paid \$ \_\_\_\_\_ Date \_\_\_\_\_ Receipt # \_\_\_\_\_

Balance Due by \_\_\_\_\_ →

## GUIDELINES FOR COMMUNITY CENTER RENTALS

1. Greenville County Rec offers its facilities for public use by individuals or groups when not in use by staff for programming. The facilities may not be used for business/for-profit purposes without permission.
2. Greenville County Rec Community Centers do not rent facilities on State and/or Federal Holidays.
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 - \$84 (Greenville County resident), \$105 (out-of-county resident); Small spaces - \$60 (Greenville County resident), \$75 (out-of-county resident); Small meetings (less than 30), athletic gym practices, and classes - \$36 (Greenville County resident), \$45 (out-of-county resident). Please contact Center Staff for complete fees.
4. A Deposit of \$50 is required at time of reservation and balance is due by Friday at 5 PM two weeks prior to the event. Balances paid within two weeks of the event (if allowed – see #7) 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. All hours must be accounted for at the time of the rental.
6. A Special Event Application is required for rental groups exceeding 300 persons; rentals with admission fees, sales and other profit-making activities; bringing in additional equipment; and/or the type of activity taking place within the facility. Renters will be required to submit a Special Event Application, along with a non-refundable \$30 application fee and must be approved by Greenville County Rec for the event (additional charges may be accessed to the rental fees by Greenville County Rec).
7. Cancellations must be made (2) weeks prior to the event in order to receive a full refund (minus a \$15 processing 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 be clear of the premises). Rentals must end at 11:00 PM (clean up, breakdown and exiting the facility must occur prior to midnight).
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 #6).
10. The renter is responsible for any property damage. A refundable security deposit of \$75.00 may be required for some rentals.
11. The renter is responsible for setting up and general cleaning of the facility. This includes taking the trash outside to the facility dumpster, sweeping and mopping the floor when necessary, and wiping, cleaning and stacking tables and chairs in the appropriate storage areas.
12. A Greenville County Rec staff person will be on duty at all times and if necessary may call local law enforcement to evacuate the facility (if necessary).
13. Alcoholic beverages and/or other intoxicants or persons under the influence of intoxicants **are not allowed** on the premises. Rental may be cancelled and occupants removed by local law enforcement.

14. Tobacco products are prohibited inside any Greenville County Rec facility and only allowed in designated areas (at least 100 feet from any entrance areas, playgrounds, or shelters).
15. Security may be required for some rentals (mandatory for some large events, night events, or for participants under the age of 21). Renter must complete a Security Request Form. Staff will schedule security with the Sheriff's Dept. **(please sign a copy of the Security Policy along with the reservation form). Fee is \$40 per deputy per hour (minimum of two deputies). Fees must be paid in cash directly to the Deputies prior to the event beginning or event will be closed and cancelled without refund.**
16. Rental agreements are for exclusive use of the reserved area, not the entire facility and/or park.
17. Please park and let guests know to park only in designated parking areas.
18. Please be considerate of others by refraining from loud music, loud behavior, and profanity.
19. Tents, booths, inflatables, and any additional equipment must be pre-approved for use by staff (#6).
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 Greenville County Rec and renter may be refused use of any Greenville County Rec facilities in the future.
22. **Renters are not allowed to pin, tape or hang items on the walls of the facility (free standing balloons or other decorations are allowed).**
23. Renter is not allowed to post any advertising or hang banners on site without written consent from Greenville County Rec.
24. Greenville County Rec has a "NO SOLICITATION" policy; therefore, placing flyers on site or on vehicles in the parking lot is prohibited.
25. Personal pets are not allowed in Greenville County Rec facilities.
26. All persons shall be entitled to the full and equal enjoyment of the programs, services, facilities, privileges, advantages, and accommodations of Greenville County Parks, Recreation & Tourism without discrimination or segregation on the ground of race, color, religion, sex, or national origin.
27. Greenville County Rec reserves the right to cancel rental or pre-empt use of space for Greenville County Rec purposes.
28. Renter releases Greenville County Rec from any liability and holds Greenville County Rec harmless from any claims resulting from the use of premises.

I understand that Greenville County Rec 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.

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Renter's Signature

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Date

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Print Renter's Name

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COMMUNITY CENTER NAME