



COMMUNITY CENTER RESERVATION APPLICATION

Center Requested: _____

Applicant Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Primary Phone #: _____ Secondary Phone #: _____

Email Address _____

Event Date: _____ (day, date, year)

Start Time (including set-up): _____ (am/pm)

End Time (including break-down): _____ (am/pm)

Event Name/Purpose/Description: _____

Estimated Attendance: under 50 50-100 101-150 151-250 more than 250

Will this event be open to the general public? yes or no

Will you use any of the following (may require certificates of insurance):

Tents/Canopies Amplified sound/entertainment system Stage/platform
 Inflatables Grills Portable toilets
 Add'l tables/chairs Other Structures: _____

ADMISSION/ENTRY FEES:

Will your program/activity charge a fee to participants/attendees (on or off site)? yes or no

Does your organization plan to charge admission for entry (on site)? yes or no

Description of price categories or list of fees to be charged: _____

PRODUCT SALES:

Will you sell food and/or beverages? yes or no

Will you sell other merchandise? yes or no

Does your event include vendors/caterers? yes or no

*If yes, please provide/attach a list with the name of vendor, contact information and/or description of items being sold



COMMUNITY CENTER RESERVATION APPLICATION (CONT.)

Is this reservation for an organization? yes or no

If yes, list Organization Name: _____

*Does your organization have a 501c3? yes or no

*Does your organization have a certificate of insurance? yes or no

Have you been made aware of the following specific rental requirements?

*There may be special event fees added to the standard rental fees depending on the type of event you are having. yes or no

*For certain rentals, Security may be required and additional fees must be paid per the Security Request Policy and Form. yes or no

I understand that Greenville County Parks, Recreation & Tourism staff has complete authority to approve or deny any facility/event that does not align with its vision and/or mission. I do understand and agree to the terms and conditions of this reservation (see attached signed Guidelines), and do hereby agree, that all persons participating in this event shall adhere to and abide by all applicable rules and regulations.

I have read and do understand the terms and conditions of this application, and do hereby as the organizer and responsible party of this event that all persons participating in this event shall adhere to and abide by all applicable ordinances, rules and regulations.

Renter's Signature

Date

Emergency Contact or Additional Contact Person for the event (optional):

Name: _____ Primary Phone #: _____

STAFF COMPLETION BELOW

Deposit/Amount Paid \$ _____ Date _____ check cash card

Signed Guidelines attached? yes or no

Is this a special event? yes or no

Staff Signature

Date

SPECIAL EVENT COMMITTEE COMPLETION BELOW

Does the event require additional fees? yes or no

Does the event require security? yes or no

List additional fees or requirements: _____

Committee Member Signature

Date

COMMUNITY CENTER
GUIDELINES FOR RENTALS

CENTER NAME: _____

DATE OF RENTAL: _____

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 (see #6).
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 - \$115 (Greenville County residents), \$143 (out-of-county resident); Small spaces - \$85 (Greenville County residents), \$106 (out-of-county resident); and Meeting space (educational and/or informational events, min. one hour) - \$45 (Greenville County residents), \$56 (out-of-county resident). Please contact Center staff for complete fees.
4. A non-refundable deposit of \$50 is required at time of reservation and does not go towards the balance. The rental fees must be paid by Friday at 5 PM two weeks **prior** to the event.
5. Cancellations must be made (2) weeks prior to the event in order to receive a full refund (minus the \$50 non-refundable deposit). **No refunds** will be given if an event is canceled within 14 days of the scheduled event.
6. Reservation times must include all time needed for the event: set-up, the actual event, break-down, and cleaning. Additional hours are available at the hourly rental rate applied to the event. All hours must be accounted for and paid for two weeks prior to the time of the rental (see #4). Changes cannot be made within (2) weeks of the event.
7. Special Event fees may be required/added to standard rental rates for the following types of events: rental groups exceeding 250 persons (if allowed); rentals with admission fees, sales and other profit-making activities; bringing in additional equipment; and/or depending on the type of activity taking place within the facility. Special events must be approved by the Greenville County Rec Special Events Committee. Requests are reviewed on Fridays of each week after the \$50 non-refundable rental deposit has been paid. If approved, there will be a \$30 event application fee charged to the rental along with the additional special event fees that may be required.
8. **No facility will remain open after 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 #7).
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 cleaning the facility. This includes taking the trash to the facility dumpster outside, sweeping and spot mopping the floor when necessary, and stacking tables and chairs in the appropriate storage areas after wiping them down if needed.
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.
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. Any rentals scheduled within two weeks of the event (if allowed) **must be paid in full** at the time of the reservation -- **Cash or Credit ONLY. No refund if cancelled (see #5).**

> _____ renter's initials

15. 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).
16. 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 along with the Reservation Form. Staff will schedule security with the local Sheriff's Office. The fee is \$60 per deputy per hour of the event (minimum of two deputies), including ½ hour before event and ½ hour after the event (or **one hour** after events ending at 11 PM). **Fees must be paid in cash directly to the Deputies prior to the event beginning or event will be closed on the spot and cancelled without a refund.**
17. Rental agreements are for exclusive use of the reserved area, not the entire facility and/or park.
18. Please let all guests know to park only in designated parking areas.
19. Please be considerate of others in the community by refraining from loud music, loud behavior, and profanity.
20. Tents, booths, additional equipment must be pre-approved for use by staff (see #7).
21. 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).
22. 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.
- 23. Renters are not allowed to pin, tape or hang items on the walls of the facility (free standing balloons or other decorations are allowed).**
24. Greenville County Rec has a "NO SOLICITATION" policy; therefore, placing flyers on site or on vehicles in the parking lot is prohibited. Renter is not allowed to post any advertising or hang banners on site without written consent from Greenville County Rec.
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 the 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 the 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 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, as 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

Center Name: _____

Date of Rental: _____