



# COMMUNITY CENTER

## Rental Agreement

Name of Organization \_\_\_\_\_

Name of individual making reservations \_\_\_\_\_

Organization Representative

Phone #

Address: \_\_\_\_\_

P.O. Box (if applicable) and Street Address

Address: \_\_\_\_\_

City

State

Zip

Date(s) facility is requested: \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_

Type of activity/event/meeting (please describe): \_\_\_\_\_

Admission will be charged: YES, \_\_\_\_\_ NO, \_\_\_\_\_

MAX OCCUPANCY: **250**

Will Alcoholic Beverages be served / sold? \_\_\_\_\_ Yes \_\_\_\_\_ No

(Liquor Liability must be added to Certificate of Liability Insurance and proper license obtained from SCDOR. Please see <http://dor.sc.gov/tax/abl/license> for more information.) Alcoholic beverages outside of the facility is strictly prohibited.

### 6-Hour Minimum

Type of Facility Requested	Fee	Requested Time	Charge	Paid
Kershaw County (Individual)	\$250/\$20 per additional hour			
Kershaw County Organization (Not for Profit)	\$200/ \$20 per additional hour			<input type="checkbox"/> Check # _____ <input type="checkbox"/> Cash Taken by: _____
Kershaw County Organization (For Profit)	\$350/\$20 per additional hour			
Out of County Organization (Not for Profit)	\$250/\$40 per additional hour			
Out of County Organization (For Profit)	\$430/\$40 per additional hour			
Out of County (Individual)	\$430/\$40 per additional hour			
Security Deposit (REFUNDABLE)	\$250			
<b>TOTAL COST:</b>				



All fees must be paid 30 days before the date of the event. No access will be given unless both the security deposit and rental fee are paid. The only form of payment accepted for rentals will be a check or cash. No credit/debit cards accepted. If there are any questions about this form or your rental, please call (803)438-2362.

***By signing this you relinquish any liability against the Town of Elgin, Elgin, SC.***

**Hold Harmless Agreement**

\_\_\_\_\_, through the signing of this Agreement by an authorized party or agent, indemnify, hold harmless and defend the TOWN OF ELGIN and its agents and employees from all suits and actions, including reasonable attorneys' fees and all costs of litigation and judgement of every name and description against the TOWN OF ELGIN, it's agents and employees as a result of loss, damage or injury to a person or property by reason of any action or omission by TOWN OF ELGIN, its agents or employees.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

By \_\_\_\_\_

Print \_\_\_\_\_

Phone Number \_\_\_\_\_

Email \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Organization's Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature for Town of Elgin's Representative

<b><u>For Office Use Only</u></b>	
<b>Entered on Calendar Date:</b>	_____
<b>Initial of Staff:</b>	_____
<b>Event Insurance:</b>	_____
_____	_____



Name of Organization \_\_\_\_\_

Name of individual making reservations \_\_\_\_\_

Organization Representative

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**Elgin Community Center Guidelines**

**\*THIS WILL BE AN EVOLVING POLICY\***

- Events requiring law enforcement shall do so at their expense. A rate of \$50/hour with a 3hr minimum shall be paid to the Elgin Police Department.
- The hours of operation for the Community Center will be Monday-Thursday and Sunday from 7:00 am to 9:00 pm, and Friday-Saturday from 7:00 am to 11:00 pm. All events will be monitored by the Elgin Police Department.
- Trash pick-up is every Friday. If the receptacles are full, you are responsible for removing any extra trash.
- The facility is under video surveillance at all times by the Elgin Police Department.
- Failure to vacate the site by contractual end of the event will result in forfeiture of the security deposit.

**Checklist to Qualify for Refund of Security Deposit**

Lights Off: \_\_\_\_\_

HVAC Setting on Auto: \_\_\_\_\_

AC Setting: \_\_\_\_\_ (80)

Heat Setting: \_\_\_\_\_ (60)

Refrigerator Cleaned out: \_\_\_\_\_

Sink Cleaned: \_\_\_\_\_

Counter Cleaned off: \_\_\_\_\_

All floors swept and mopped: \_\_\_\_\_

Bathrooms cleaned: \_\_\_\_\_

No tape, tacks or pushpins on any surfaces, windows, ceilings, doors or wall: \_\_\_\_\_

All decorations removed: \_\_\_\_\_

All trash cans emptied, and garbage placed in outside bins: \_\_\_\_\_

All tables and chairs accounted for and undamaged: \_\_\_\_\_ (60 Chairs, 6 Round Tables, 6 Cocktail Tables, 3 Rectangle Tables)

Deck cleaned off: \_\_\_\_\_

Steps and ramp cleaned off: \_\_\_\_\_

Yard and parking area free of trash/cans: \_\_\_\_\_

Original setting of chairs and tables: \_\_\_\_\_

Time exited facility: \_\_\_\_\_

Deposit \$250 paid on: \_\_\_\_\_

Rental Fee: \$ \_\_\_\_\_ paid on: \_\_\_\_\_

Inspected by: \_\_\_\_\_

Approved, issue refund on: \_\_\_\_\_

Disapproved, NO refund decided on: \_\_\_\_\_

Reason for refund denied: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_



## RESPONSIBLE PARTY AGREEMENT

The Community Center is equipped with tables, chairs, and a warming kitchen. There are no facilities to cook food. Rentals are first-come, first-serve. If your event is cancelled and the Town is notified within 48 hours prior to your event, your deposit will be refunded. If all conditions are met after your event, the security deposit of \$250 will be refunded within 4 weeks. The Town of Elgin reserves the right to keep the security deposit if the venue is damaged or not cleaned up to the specifications outlined below. The building will be inspected immediately following the event.

**The key must be returned to the drop box at the conclusion of the event.**

In consideration of being permitted to use the Community Center, the undersigned, and if applicable, guest(s), hereby agree to observe the following instructions and obey all oral instructions or directions given by a Town of Elgin Official on the safe use of the facility. The Security deposit will not be returned if there are holes left from tacks, nails, or screws, if painted surfaces are damaged from tape or other sticky materials.

- **NO SMOKING ALLOWED IN FACILITY**
- **NO DRUGS**
- **NO WEAPONS**
- **NO OPEN FLAME CANDLES**
- **NO LOUD / INAPROPRIATE MUSIC**
- **MUST DISPOSE OF ALL TRASH IN DESIGNATED AREA**
- **NO GLASS BOTTLES OR CONTAINERS OF ANY KIND**
- **NO INAPPROPRIATE BEHAVIOR**
- **NO FIREWORKS**
- **NO GLITTER**
- **NO HOLES WILL BE PUT IN THE WALLS**
- **DECORATIONS SHALL BE REMOVED BY RENTERS**
- **CHILDREN UNDER EIGHTEEN (18) YEARS OF AGE MUST BE CHAPERONED AND CHAPERONES MAY NOT LEAVE UNTIL ALL CHILDREN HAVE SECURED RIDES HOME.**
- **SECURITY DEPOSIT TO BE REFUNDED WITHIN 4 WEEKS IF THE FACILITY PASSES INSPECTION AND THE CHECKLIST PROVIDED IS COMPLETE**

The undersigned also certifies that he/she and guest(s) have adequate insurance to cover any injury, illness, or damage that may be caused or suffered while in or upon the area, or else agrees to bear the costs of such damage or injury. **All events must provide a copy of their liability insurance policy to the Town Clerk before the day of the event.**

<https://dor.sc.gov/tax/abl>