

Name of Organization _____

Name of individual making reservations _____

Organization Representative

Phone #

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 / INAPPROPRIATE 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>