



CITY OF GOOSE CREEK RECREATION
Eubanks Park Reservation Form

Date of Rental: _____ Time of Rental _____ to _____ (no rentals after 9 pm)

RENTAL TIME MUST INCLUDE ALL SET UP AND CLEANUP/BREAKDOWN TIME NEEDED

Purpose of Rental: _____

Renter's/Organization's Name: _____

Address: _____ City: _____ Zip _____

MUST BE A GOOSE CREEK RESIDENT TO RENT EUBANKS PARK

Phone #: _____

Email Address: _____

Number of Guests: _____ (max 100) Equipment Brought In: _____

Rental Fee: \$ _____ must be paid in full NO LATER THAN 4 WEEKS prior to the rental. Due date _____

Reservations are made upon receipt of signed Rental Agreement and security deposit. This deposit is a separate check from Rental Fee. Upon completion of the rental, the Renter will leave the premises in the same condition as at the beginning of the rental. If the premises are left in good condition the Security Deposit will be refunded in full via mail within thirty (30) days. If the premises are NOT in good condition the Security Deposit will be used to clean/repair the facility. Failure to leave at scheduled time will result in additional hourly fee, which will be deducted from the security deposit.

Condition of Premises/Indemnity-The facility is being rented in an "as is" condition. Renter acknowledges having satisfied himself/herself that the facility in its present condition is suitable for its needs. The Renter agrees to indemnify and hold harmless the City of Goose Creek and their respective agents, employees, officers, officials and successors, and assigns from any and all claims, demands, actions or causes of action for personal injury or property damage or any other loss that arises or is alleged to arise from the rental of the facility by the Renter or from the use thereof by any guests, invitees, agents, servants or employees of Renter, including any participants in activities sponsored by Renter and conducted at the facility.

Signature (Responsible Renter): _____ Date: _____

Signature (Staff): _____ Date: _____

For office use only: Received by the City of Goose Creek Recreation Department

Security/Key Deposit \$ _____ Date: _____ Residency verified _____ Staff Initial _____

Rental Fee Paid \$ _____ Date: _____ Receipt # _____ Staff Initial _____

Date Key Out: _____ Staff Initial _____ Park Inspected by _____

Date Key Returned _____ Staff Initial _____

Amount of Security Deposit Refunded: \$ _____ Amount Withheld _____ Date: _____

Reason: _____

GOOSE CREEK RECREATION FACILITY RENTAL FEES/GUIDELINES

Eubanks Park Rental Fees

\$25 rental fee for 3 hours, \$5/hour every hour over 3 hours

\$100 Security/Key Deposit in **cash or check only** required at time of booking

Goose Creek Recreation Teams- fee waived for team having their official team party

Rental Time: A minimum of two (3) hours will be charged for all rentals. There are no half-hour rentals. Renters cannot arrive, decorate, drop off food etc. before their rental time starts.

Rental Area: This reservation entitles RENTER to the use of the covered picnic area and restrooms only. Volleyball, tennis, & basketball courts are open to public at all times.

Renter Responsibilities/Restrictions:

- **KEY PICKUP:** during Community Center office hours: **Fri. 8 am- 9 pm, Sat. 8 am-4 pm, Sun. 10 am-4 pm**
- **KEY RETURN:** to Community Center front desk after rental is finished or the next day.
- It is the responsibility of the group or individual that reserves the park to make sure the park is clean before leaving. ALL TRASH MUST BE PICKED UP, BAGGED AND TAKEN WITH YOU. If the park is not cleaned up, your key deposit will be forfeited.
- Bathrooms must be left locked.
- No alcoholic beverages are permitted.
- No vehicles may be driven into the park. Cars must be parked in the parking lot.
- No excessively loud music is permitted.
- No selling or fund-raising is permitted in the park.
- We do not provide water or electricity. No water slides are permitted.
- No inflatables, jump castles, mechanical rides permitted in the park.
- Facilities cannot be rented for any moneymaking ventures, fundraisers or functions that are advertised to the public. No on-site selling of tickets, food or beverages will be allowed. No raffles or political activity may be conducted. Rentals are for PRIVATE functions only.
- Staff reserves the right to ask any group or individual to leave if they are in violation of these policies.
- The Renter assumes responsibility for damage to furnishings and equipment. Furnishings and equipment needed beyond those provided by the Center will be the responsibility of the Renter, and subject to the approval of the Recreation Department.

Refund/Cancellation Policy: A cancellation made fourteen (14) or more calendar days prior to the day of the event will result in a full refund of the rental fee and security deposit, minus a \$5 handling fee. Cancellations made less than fourteen (14) days prior to reservation will result in a forfeiture of the entire rental fee. Security deposit will be returned. Special consideration will be given when cancellations are made less than 48 hours in advance if the cancellation is due to inclement weather. The Recreation Department reserves the right to withhold any and all funds from the security deposit based on damage assessments, which include cost of labor and materials. All refunds will be mailed to the Renter within thirty days following the scheduled event.

Violations of facility rules and regulations: participant will be given a first warning; a second warning will result in the reservation being canceled at that time – **No refunds of rental fee or security deposit will be given.** City of Goose Creek Recreation Department reserves the right to deny use of any activity that is not consistent with our agency mission. The Recreation Department reserves the right to cancel this contract at any time.

I have read and understand the guidelines for renting this facility.

Renter's Signature _____ Date _____

Goose Creek Recreation Staff: _____ Date _____

STAFF: Give 1 copy to renter and 1 copy for files