



**CITY OF GOOSE CREEK RECREATION**  
***Facility Rental Agreement***

**Facility (circle one):** Community Center: *MP Room 1 MP Room 2 Gym 2 Senior Center*

**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** \_\_\_\_\_

**Phone #:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Number of Guests:** \_\_\_\_\_ **Equipment Brought In:** \_\_\_\_\_

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

**Total number of tables** \_\_\_\_\_ **Total number of chairs** \_\_\_\_\_

**Senior Center rentals include 12 round tables & 72 red chairs. Community Center room rentals include three 8-ft. tables and 25 folding chairs.** Community Center only-additional tables are \$5 each and additional chairs are \$1 each. No outside tables are permitted. Tables and chairs not available for gym rentals.

**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 Deposit \$ \_\_\_\_\_ Date: \_\_\_\_\_ Residency verified \_\_\_\_\_ Staff Initial \_\_\_\_\_

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

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

Reason: \_\_\_\_\_

# GOOSE CREEK RECREATION FACILITY RENTAL FEES/GUIDELINES

## Facility Rental Fees

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

Room	Hourly fee	Non-profit	Rec group
<b>COMMUNITY CENTER</b>			
MP ROOM 1 (RED)	\$60R/70NR	40	40
MP ROOM 2 (PRESCHOOL)	\$45R/55 NR	30	30
GYM 1 OR 2	\$60R/70NR	40	40
<b>SENIOR CENTER BERKELEY COUNTY RESIDENTS ONLY</b>			
DINING ROOM	\$70	50	50

*(Provides for use of dining room, restrooms and kitchen serving area only, plus staff member for opening building, monitoring event, locking facility)*

**Rental Time:** A minimum of two (2) 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 stated area and restrooms only. No other areas may be used. RENTER must check in at reception desk upon arrival and check out before leaving.

### Renter Responsibilities:

It is the responsibility of the RENTER to make sure the facility is left clean. This includes:

- o *Wipe all tables and chairs clean. At Community Center- fold up tables and chairs and return to racks.*
- o *Remove all decorations from the premises.*
- o *Dispose of decorations and any trash that has fallen on the floor*
- o *Bag and tie all garbage and place in the designated green receptacles located outside the building and replace trash bags in the cans provided by the Recreation Department*
- o *Mop up all liquid and food spills from the floor*
- o *The RENTER is responsible for the set up and take down of all tables and chairs with the exception of the Senior Center.*

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.

### Restrictions:

- o **Decorations:** The use of paste, glue, nails, tacks, staples, or any other item that may mark walls, signs, floors, ceilings, doors or windows may not be used while decorating the premises. Use of confetti, glitter, or water balloons is prohibited. No lighted candles may be used.
- o **Guests:** All groups are required to have one (1) chaperone at least 21 years old for every (12) participants under the age of 18. No more than the specified number of people will be permitted in the stated facility at any given time.
- o **Alcohol:** It is the policy of the City of Goose Creek to maintain an alcohol, drug and smoke free facility. The Renter must be in full compliance with all City of Goose Creek ordinances and State laws.
- o **Vehicles:** must be parked in designated parking areas only. No excessively loud music is permitted.

**Rental Purpose:** 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.

### PUBLIC EVENTS:

**Security:** If permission is granted for a public event, it is required that a uniformed Goose Creek Police Officer be present at all times during the rental. The Recreation Department will not be responsible for arranging or paying for security. Contact the Goose Creek Police Department at 572-4300.

**Liability Insurance/Damage:** For any public event Renter shall provide a comprehensive general liability insurance policy including contracted coverage for the rental period insuring claims for personal injury or property damage with limits at least equal to \$1,000,000 per person per occurrence for personal injury, \$1,000,000 for personal injury in the aggregate per occurrence, and \$1,000,000 for property damage per occurrence. The City of Goose Creek shall be named as additional insured on said policy.

**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 \$25 cancellation 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. 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

City of Goose Creek Recreation Department  
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[www.goosecreekrecreation.com](http://www.goosecreekrecreation.com)