

Steele Street Park
 Doby Bridge Park

Spratt Building

Harris Street Park
 Gazebo Shelter

Calhoun Street Park
 Gazebo

Town of Fort Mill, South Carolina
Parks and Recreation Department
FACILITY RESERVATION AGREEMENT

This agreement between the Town of Fort Mill and _____
(Lessee/Organization name)

enables the (Lessee/Organization) to reserve space at the _____ Recreation facility
on dates and times specified below for the purpose of: _____
(Birthday party, baby shower, etc.)

DATE OF RENTAL: _____

TIME OF RENTAL: FROM _____ TO _____

PERSON RESPONSIBLE (must be 21 years of age or older):

NAME: _____

HOME PHONE: (____) _____-_____

ADDRESS: _____

WORK PHONE: (____) _____-_____

MOBILE PHONE: (____) _____-_____

EMAIL: _____

THE FOLLOWING FEES HAVE BEEN RECEIVED BY THE PARKS & RECREATION DEPARTMENT

RENTAL FEE \$ _____

EXTRA HOURS \$ _____ (____ # hours x \$ ____ per hour)

ATTENDANT FEE \$ _____

CLEAN-UP DEPOSIT \$ _____

SECURITY \$ _____ (____ # officers x \$ ____ per hour x ____ # hours)

OTHER CHARGES \$ _____

TOTAL DUE \$ _____

AMOUNT PAID \$ _____

DATE PAID _____ RECEIPT # _____

BALANCE DUE \$ _____

DATE DUE _____

BALANCE PAID \$ _____

DATE PAID _____ RECEIPT # _____

..... \$ _____

DAMAGE FEE (if any) \$ _____

DATE _____

STAFF INITIALS _____

REFUND AMOUNT (if any) \$ _____

DATE _____

STAFF INITIALS _____

The Town of Fort Mill reserves the right to cancel the reservation by written notice 30 days prior to the event.

CONDITIONS OF RESERVATION AGREEMENT

1. If you cannot have your activity on the date or time indicated in this agreement, you should contact the Recreation Director. Such notification must be provided no later than 7 days prior to scheduled opening time of the event. All fees will be returned, provided this regulation has been followed - this is for Park rentals ONLY
2. In order to guarantee confirmation of rental, all fees must be paid in full at the signing of the agreement and at least two weeks prior to rental date. Failure to pay any monies outstanding by date specified may result in forfeiture of reservation and all monies paid. Cancellation of Spratt Building less than 2 weeks prior to the event will result in forfeiture of deposit.
3. All youth must be adequately and properly chaperoned by responsible adults (age 21 and over) at the rate of one chaperone per ten (10) youth. (List names, addresses and phone numbers of chaperones). For large gatherings of 100 or more, we may require at least two uniformed Town of Fort Mill police officers at \$30/hour each officer (number of officers required will be determined by Parks & Recreation Staff). Parks and Recreation will make arrangements for the officers. Fees are required at the signing of the agreement.
4. **NO ALCOHOLIC BEVERAGES OF ANY KIND ARE ALLOWED AT ANY TOWN OF FORT MILL PARK. (SPRATT BUILDING RENTER WILL ABIDE BY ALL STATE AND LOCAL STATUES AND ORDINANCES WITH RESPECT TO THE SERVING AND CONSUMPTION OF ALCOHOLIC BEVERAGES ON PREMISES).**

**** See separate page for additional rules for the Spratt Building****

5. Person requesting use agrees to remain until all parties have left the facility, furniture and equipment have been returned to their original place, and the facility has been inspected by a Parks & Recreation staff member.
6. Attendants are required for all indoor rentals. They will be designated by Parks & Recreation staff and may not be a member of the renting party
7. Lessee agrees to save, defend, and hold harmless the Town of Fort Mill, SC, and its agents/employees from any and all claims for damages for injury (including death) and property damages arising from Lessee's use of occupancy of any Town of Fort Mill, SC property or any activity conducted by Lessee on that property
8. If any damages occur during rental, the person signing contract (Lessee) will be responsible for paying for those damages. **Facilities are to be left clean upon completion of the rental. This includes wiping counters and appliances, restrooms, removing decorations and trash.**
9. No food, drink or vendor sales are allowed in Parks unless approved by Parks & Recreation Staff. Other vendor sales are subject to Parks & Recreation Concessions policy.
10. Music is allowed for rentals. However, renter is asked to maintain a moderate volume during the rental that is in compliance with the Town's Noise Ordinance and out of consideration of the residents of the neighborhood nearest the Facility.
11. Violation of any of the agreement's terms will result in the suspension of privileges to use any Town of Fort Mill facility, as well as loss of fees in some cases.
12. The Town of Fort Mill reserves the right to cancel the reservation by written notice 30 days prior to the event and in the event of unforeseen occurrences that either prohibit the use of the facility or require priority of use for Town's affairs. Fees are subject to change at any time.
13. **Any money due to renter will be returned by mail upon completion of the terms of this agreement to the person named above. These monies should be received two weeks after rental date.**

Signature of Person Requesting Use

Date Entered into Agreement

Signature of Parks & Recreation Director