

Date of Rental (mm/dd/yy): _____

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

SPACE REQUESTED

- Spratt Building
- Calhoun Street Park
- Steele Street Park
- Doby Bridge Park
__ Shelter __ Ball field
- Harris Street Park
__ Gazebo __ Shelter __ Ball field
- Banks Street Gym
(Call 803-547-2273)
- Recreation Complex Fields

This agreement between the Town of Fort Mill and _____
(Individual or Organization renting space)

enables the (Renter or Organization) to reserve space at _____
(Park Name or Spratt Building or Recreation Complex)

on date and times specified below for the purpose of: _____
(Event name i.e. birthday party [age], baby shower, etc.)

DATE OF RENTAL: _____ TIME OF RENTAL: from _____ to _____

NOTES: _____

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

NAME: _____ PHONE: (____) _____ - _____

ADDRESS: _____ ALT. PHONE: (____) _____ - _____

EMAIL: _____

FEES RECEIVED BY THE PARKS & RECREATION DEPARTMENT:

RENTAL FEE \$ _____

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

ADDITIONAL FEE(S) \$ _____ (RE: _____)

TOTAL DUE **\$** _____

DEPOSIT PAID \$ _____ DATE PAID _____

BALANCE DUE \$ _____ DATE DUE _____ DATE PAID _____

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. PARK RENTALS ONLY: If you cannot have your activity on the date/time indicated in this agreement, contact the Recreation Director at 803-547-2273. Such notification must be provided no later than 14 days prior to the scheduled start time of the event. All fees will be returned, provided this regulation has been followed.
2. In order to guarantee confirmation of rental, all fees must be paid in full 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 three (3) weeks prior to the event will result in deposit forfeiture.
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. For large gatherings of 100 or more, we may require at least two uniformed Town of Fort Mill police officers at \$32/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 least two weeks before the rental date.
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. Set-up and clean-up times must be included in the rental times. All clean-up must be complete by the renter's end time. Failure to do so may result in additional fees.
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 Lessees 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. Fundraisers are strictly prohibited in the Spratt Building.
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 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.**
14. **IF YOU ARE RENTING THE SPRATT BUILDING, MAKE SURE YOU RECEIVE A COPY OF THE SPRATT BUILDING RULES**

Signature of Person Requesting Use

Date Entered into Agreement

Signature of Town of Fort Mill Official