

Spratt Building Rental Rules

- No smoking, INCLUDING e-Cigs, in the Spratt Building.
- Rental must be made at least seven (7) business days prior to the event.
- No freestanding candles.
- No objects can be attached by any means to the walls, floors, or ceiling. Framed art on the walls cannot be removed without permission from Parks and Recreation Director at 803-547-2273.
- No birdseed, rice, or confetti to be thrown in the building.
- No standing on tables or chairs.
- No kegs of beer are allowed if serving alcohol. Only bottle or can beer are allowed.
- Coolers or large containers that sweat must be kept in the kitchen.
- No cooking can be done in the building- preparation and heating/warming only.
- A projection screen is available but renter must supply projector.
- Wireless internet is not available.
- All functions must have adequate adult supervision.
- It is the renter's responsibility to remove all food and garbage following the event. Renters must be finished cleaning up by their event's end time or face additional fees.
- Renter is responsible for any spills or large amounts of trash on the floor.
- Building attendants will unlock and lock the building according to rented time only. Set-up and clean-up time must be included in your rental time.
- Reservation forms and deposits can be dropped off Monday - Friday from 8:30 am to 5 pm at 112 Confederate Street, Fort Mill.
- Appointments to view the building are available Monday through Friday from 8:30 a.m. to 5 p.m. by calling 803-547-2273. Appointments must be scheduled at least 24 hours in advance.
- A deposit of half the total must be received before reservations are completed.
- No retail sales or fundraising permitted on the premises.
- No admission fee can be charged or collected at the door.
- No recurring meetings can be scheduled unless frequency is less than once per month.
- **No pets allowed** with the exception of guide dogs for handicapped individuals.

Emergency Contact Numbers:

(803) 547-2022