



COMMUNITY CENTER RENTAL POLICY, GUIDELINES AND RENTAL AGREEMENT

Thank you for choosing the Ridgeville Community Center for your reservation. Please carefully read our rental policy.

Prohibited Items:

It is your responsibility to inform your guests of prohibited items.

- Offensive and inappropriate language.
- Excessively loud music
- Possession or use of illegal drugs, firearms, knives, or any other weapon.
- Animals, except certified service dogs.
- Bounce playhouses or electrical rides.
- Smoking or vaping inside any Town-owned facility. Smoking is only allowed in designated areas.
- Alcoholic beverages.
- Any illegal activity

***Events or parties that are scheduled for ages 16 to 21 years are not allowed except for graduation parties run by someone over the age of 21.*

No Commercial Activity

There shall be no fundraising activities, door charges or sale of any article for private gain. Fundraising events will be granted to non-profit groups only. Non-profit status is defined as any group holding a 501(C)3 tax exemption from the Internal Revenue Service.

Holiday Reservations:

Facilities will not be available for rental on major holidays: Christmas Eve/Day, New Year's Eve/Day, Easter Sunday, Memorial Day, Independence Day, Labor Day and Thanksgiving Day.

Set Up/Clean Up:

- Renter is responsible for set up/clean up related to the reservation.
- The facility must be cleaned and completed by the end of reservation time.
- All areas should be left in the condition in which they were found.
- Cleaning supplies, mops, brooms, trash bags are in the custodian closet that is available for use.
- All trash must be tied up and placed in the appropriate receptacle.
- Excessive trash incurring additional pickup charges will be billed to the individual or organization that signs the rental contract.
- The use of displays, banners, decorations, or similar items is expressly limited to freestanding elements, tables, or easels. The attachment of displays, banner decorations or similar items on walls, doors, windows, posts, or any other surface is prohibited.
- Attachment of wire, rope, chain, or cable to any tree or shrub for the purpose of anchorage is prohibited. Hammocks, swings, etc. must be free-standing and not hung from or attached to park buildings or trees.
- ****All events must end by 12AM and clean up must be completed by 1AM.****
- **Gym keys will be returned to the drop box located next to the double door by 1AM the night of your event.**

Failure to comply with these rules will result in the forfeiture of your security deposit and you may be placed on the Do Not Rent list.

Parking:

Designated parking is available on premises. No parking or driving vehicles on walks, trails, or service roads.

Facility/Surrounding Area:

The rental of the indoor facility includes only that space and DOES NOT include the EXCLUSIVE use of the park or playground, bathrooms, parking lot, other facilities, etc. Other events may be taking place within the park at the same time of the reservations.

Caterers:

We recommend that you employ a professional caterer for your event if you are serving food. Make prior arrangements with your caterer to clean the kitchen and remove all food, trash, and rental equipment. Remember to ask how much time your caterer will need to set up and clean up so you can better estimate your rental time. Table coverings are required if you are serving food or beverages.

Rental Items:

- Linens, paper supplies or kitchen supplies are not available for rental use.
- Town staff is not responsible for articles, food or materials left at the conclusion of the event.
- These items will be disposed of at the discretion of the Town.
- The Town will not be responsible for lost or stolen items.
- Decorating and delivery of rental equipment may not begin prior to your reservation time. A separate rental time must be reserved, and rental fee paid for set-ups required the day before a scheduled event. Early set up requests will be handled on an individual basis.
- Around 21 rectangle tables, 21 circle tables, and around 200 ballroom style chairs are available for all events at no extra charge.

Minimum Age

Renter shall be at least 21 years of age.

Emergency Contacts:

Law Enforcement services are available at a case by case request at an hourly rate.

Town of Ridgeville Parks & Recreation Department (843) 871-7960 Business Hours: 8:30 am – 4:30 pm Mon-Fri.

After business hours emergency:

Non-emergency number for Police Dept. (854) 269-0297

Emergency situations: Dial 911

Reservation and Fees:

Reservations must be made at least 7 days prior to the day of the event. Administrative office can be reached at 843-871-7960. There is a minimum required deposit of two hundred dollars (\$200) for all renters, in and out of town, before a date and time can be scheduled as well as a \$150 refundable security deposit due at the time of your event being scheduled. Total due to reserve a slot is three hundred and fifty-dollars (\$350). The \$200 will go toward your total reservation price and your \$150 security deposit will be returned to you after a final check is completed by staff and all rules of this contract are followed.

Cancellation:

A 30-day notice of cancellation is required to receive a 50% refund. Refunds will not be given for cancellations made less than 30 days prior to the event (even if the reservation was made during this time). Reservations are rain or shine. Refunds are not given for inclement weather.

Hours of Rental:

All event details must be FINALIZED 7 days prior. NO ADDITIONAL TIME ALLOWANCE can be made to the rental contract. You may not access your rental early. You must pay for all time used. You will receive the keys to the gym only after the final payment has been made and after 12 PM noon the day before the event. The event must be over no later than 12 AM and the key must be returned to the lock box located by the two double doors no later than 1:00 AM the night of your event. If not, the renter will be in violation of your rental agreement and will not receive their security deposit back and may not be eligible to reserve the facility in the future. Rules are enforced by security equipment, town staff and Law Enforcement.

Violations of rules:

- Person(s) violating the existing rules and regulations constituting a public nuisance or potential hazard to persons or property, or exhibiting disorderly conduct, shall be served notice by the staff, and expelled from the facility. Such violations can be subject to prosecution in accordance with state and local laws and ordinances.
- Right to alter or end an event: Town staff maintains the right to alter or end an event at any time it is determined necessary to protect the facility from damage; or to assure the safety and welfare of event participants, park visitors or the surrounding community. A fifty-dollar (\$50.00) administrative fee will be deducted from your deposit before it is refunded to you.
- In the event a function is ended for cause, no refund will be issued.

Damages and Violations:

Damage or altering the appearance of any portion of the facility or surrounding area will result in a damage fee. An inspection is conducted after each rental. The person renting the facility is responsible for any damages and will be billed/invoiced for cost or replacement items. The facility will be left the same as it was found including but not limited to returning all chairs and tables, cleaning any and all trash from the facility, lights and AC units being turned off, and the kitchen area being cleaned prior to end of your event time slot. The failure to do any of these things mentioned will make you in violation of your agreement and you will not receive your security deposit back and may not be eligible to reserve the facility in the future.

APPLICANT'S NAME: _____

DRIVERS LICENSE NUMBER: _____

MAILING ADDRESS: _____

CONTACT NUMBERS: HOME _____ CELL _____

ORGANIZATION'S NAME (If Applicable): _____

TYPE OF FUNCTION TO BE HELD: _____

DATE REQUESTED FOR EVENT: _____

TIME REQUESTED FOR EVENT: START _____ END _____

ESTIMATED ATTENDANCE EXPECTED: _____

FEES FOR RENTAL

TOWN RESIDENTS-	DAILY- \$850
OUT OF TOWN RESIDENTS-	DAILY- \$1050
SECURITY DEPOSIT-	DAILY- \$150

(Note: \$200 is required to schedule any event and the remaining balance is due a day before your event.)

SIGNATURE OF RENTER

DATE

SIGNATURE OF CLERK

DATE