

**CHARGES & FEES AND RULES & REGULATIONS GOVERNING
RENTAL USE OF
PARKS AND RECREATION COMMUNITY CENTERS**

1. STAFF

If a rental requires the use of the Community Center during non-operating hours, a supervision fee *may be* required. If required, the supervision fee shall be paid by check payable to the Columbus County Parks and Recreation Department.

2. RENTAL FEES

Rental fees on the Community Center will be set at a predetermined rate established by the County Parks and Recreation Department. Payment of rental fees shall be made by check payable to the Columbus County Parks and Recreation Department.

- a. Fee for Riegelwood Community Center is determined by the Columbus County Parks and Recreation Director (“Director”) with a minimum of One Hundred Dollars (\$100.00) per day.
- b. Fee for Old Dock Community Center is determined by the Director with a minimum of Seventy-Five Dollars (\$75.00) per day.
- c. There shall be a \$25.00 fee for lost keys.
- d. The Director shall determine any additional deposit fees.

3. SECURITY/DAMAGE DEPOSIT

The named renter on the Community Center Rental Request is liable for, and will pay, any property damage resulting during the use of the Community Center.

4. CANCELLATION

Rentals canceled by the Department are 100% refundable. Rentals canceled at least seventy-two (72) hours prior to the event are 50% refundable. No refund will be given for cancellations less than seventy-two hours prior to the event.

5. LEGAL COMPLIANCE

- a. Groups using the Community Center will be responsible for orderly behavior and must conform to all state and federal laws, county and/or city ordinances, department policies, and the Community Center rules and regulations.
- b. No alcoholic beverages, drugs, weapons, or drug paraphernalia of any kind are permitted in the Community Center.
- c. Depending on the activity, as determined by Columbus County Parks & Recreation Department, police security may be required before a rental request is granted.

6. CLEANING/HOUSEKEEPING

- a. Named Renters on said Agreement using the Community Center must leave it clean and in the order in which it was found.
- b. No decorations shall be attached to the walls, ceiling, or floors without the permission of the Community Center supervisor and/or Columbus County Parks & Recreation Department. Decorations must be completely removed immediately following use.
- c. Extra clean up work required of the site staff will result in forfeiture of the security deposit.
- d. All trash shall be deposited in the trash receptacles at the Community Center.

7. SUPERVISION

A parent or guardian must sign the application of any minor or youth group requesting the use of the Community Center and must provide adequate, adult supervision for such events as defined by the Parks and Recreation Department

8. EQUIPMENT

- a. Rental fee includes but not limited to: utilities; normal maintenance; use of Community Center equipment such as tables and chairs.
- b. No inflatable or bounce houses are permitted at the Community Center.

9. MISCELLANEOUS

- a. The renter must be at least 18 years of age and provide a copy of a valid driver's license or other photo identification.
- b. The Community Center shall be vacated by 11:00 p.m. daily
- c. Old Dock Community Center has an occupancy capacity of 50.
- d. Riegelwood Community Center has an occupancy capacity of 80.

Date

Signature

COMMUNITY CENTER RENTAL REQUEST

1. Old Dock Community Center _____ Riegelwood Community Center _____
2. Desired date of use: _____ Hours of use _____ to _____
3. Name of individual sponsoring event: _____
4. Type of event (i.e. baby shower, birthday party): _____
5. Expected number of attendees over 18: _____ Under 18 _____
6. Detailed proposed use of Community Center: _____

I understand that approval of this request implies exclusive use of the Community Center for the hours of use by our group. I have read the accompanying documentation and certify that my group will abide by all rules and regulations contained therein. I further understand that failure to follow these rules and regulations will automatically terminate this approval. I understand that Columbus County retains the right to limit the use of or remove from the schedule any persons or group when it becomes necessary to do so for reasons of safety, maintenance or need for repairs. The renter, by signing below, assumes all property damage resulting from the use of the Community Center. The Director of Parks and Recreation shall be responsible for decisions related to these requirements as needed.

Date of Request

Signature of Renter (must be 18 or older)

Printed name of Renter

Renter's Address: _____

Renter's Contact Numbers: Home: _____ Cell: _____

RECOMMENDATIONS

Approve/Deny _____ Fee _____ Community Center Supervisor _____

Remarks: _____

Amount paid: _____

Date paid: _____

INDEMINITY AGREEMENT

In consideration for County of Columbus granting permission for the use of said Community Center at special times and under special circumstances by persons attending the event sponsored by the undersigned, the undersigned hereby agrees:

- (1) To take all measures necessary to promote the safety of such persons while attending the event at the Community Center; and

- (2) To hold harmless the County, its departments, officers, agents, employees, servants, and helpers, paid and volunteer, and any agents or assigns, from and to indemnify them for all damages, losses, and expenses, including, but not limited to, attorney fees and investigation costs, sustained by the Renter.

Date

Signature

Rental Key Pick-Up	_____	_____
	Signature of person picking up key	Date

Rental Key Return	_____	_____
	Signature of Parks & Rec Staff Receiving key	Date