

**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