

Banks Street Gym \_\_\_\_\_ Calhoun Street Park Gazebo \_\_\_\_\_  
 Doby's Bridge Park \_\_\_\_\_ Shelter 1 \_\_\_\_\_ Shelter 2 \_\_\_\_\_ Ballfield \_\_\_\_\_  
 Harris Street Park \_\_\_\_\_ Gazebo \_\_\_\_\_ Shelter \_\_\_\_\_ Steele Street Park Shelter \_\_\_\_\_

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



## FACILITY RESERVATION AGREEMENT

This agreement between the Town of Fort Mill and \_\_\_\_\_  
 (Responsible Party or Organization name)

enables the (Responsible Party/Organization) to reserve space at \_\_\_\_\_  
 (Name of Park Rental)

on dates and times specified below for the purpose of: \_\_\_\_\_  
 List specific type of event; family cookout, 16<sup>th</sup> birthday, baby shower, wedding reception, etc.

Date of Rental: \_\_\_\_\_ Estimated attendance: \_\_\_\_\_

Time of Rental: FROM \_\_\_\_\_ TO \_\_\_\_\_

### RESPONSIBLE PARTY CONTACT INFO (must be 21 years of age or older):

Name: \_\_\_\_\_ Home Phone: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ Work Phone: (\_\_\_\_) \_\_\_\_\_

\_\_\_\_\_ Cell Phone: (\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

### THE FOLLOWING FEES HAVE BEEN RECEIVED BY THE PARKS & RECREATION DEPARTMENT:

RENTAL FEE ... \$ \_\_\_\_\_

EXTRA HOURS ..... \$ \_\_\_\_\_ ( \_\_\_\_\_ # hours x \$ \_\_\_\_\_ per hour)

SECURITY ... \$ \_\_\_\_\_ ( \_\_\_\_\_ # officers x \$ \_\_\_\_\_ per hour x \_\_\_\_\_ # hours)

**TOTAL DUE** ..... \$ \_\_\_\_\_

AMOUNT PAID \$ \_\_\_\_\_ DATE PAID \_\_\_\_\_ RECEIPT # \_\_\_\_\_

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 15 days prior to the event.*



## CONDITIONS OF FACILITY RESERVATION AGREEMENT

1. Cancellations and Rainouts: Park rentals are non-refundable. Rainout events can be rescheduled but must be reported within 2 days of rainout. Contact Town Hall to reschedule @ 803-547-2116, choose 0 for Receptionist.
2. In order to guarantee confirmation of rental, all fees must be paid in full at the signing of the agreement.
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. (List names, addresses and phone numbers of chaperones). 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 the signing of the agreement.
4. **NO ALCOHOLIC BEVERAGES OF ANY KIND ARE ALLOWED AT ANY TOWN OF FORT MILL PARK/GYM unless approved by Town Council with a Special Permit.**
5. Attendants are required for GYM rentals. They will be designated by Parks & Recreation staff and may not be a member of the renting party.
6. 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 Lessee=s use of occupancy of any Town of Fort Mill, SC property or any activity conducted by Lessee on that property.
7. If any damages occur during rental, the person signing reservation agreement (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.**
8. 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.
9. 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 and out of consideration of the residents of the neighborhood nearest the Facility.
10. 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.
11. The Town of Fort Mill reserves the right to cancel the reservation by written notice 15 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 of Fort Mill affairs. Fees are subject to change at any time.
12. **Any money due to renter will be returned by mail upon completion of the terms of this agreement to the Responsible Party/Organization named in this agreement. These monies should be received within two weeks after rental date.**

\_\_\_\_\_  
Signature of Person Requesting Use

\_\_\_\_\_  
Date Entered into Agreement

\_\_\_\_\_  
Signature of Parks & Recreation Director