

**JEFFERSON COMMUNITY CENTER
RENTAL CONDITIONS AND STIPULATIONS**

The Jefferson Community Center will be available to the renter for the period of time specified at the time it is rented by the Town of Jefferson for the amount of the rental fee and deposit stipulated by the Town Council. It is not the intent of Town Council that the facility be used for regularly scheduled, ongoing programs, services, and activities. Intended uses include wedding and anniversary receptions, parties, business meetings, family and class reunions.

1. The rental fee and deposit for the facility shall be paid in advance no later than ten (10) working days prior to the rental date. In the event of cancellation, no refunds will be given within five (5) working days of the rental date.
2. The facility key shall be returned to Town Hall within three (3) working days. **DO NOT DUPLICATE THE KEY!! THIS IS A CRIME!**
3. All refundable deposits must be picked up within three (3) working days after the rental. Failure to pick up the deposit shall result in forfeiture of one-half (1/2) of the deposit.
4. The Jefferson Community Center is available for rent during the hours of 9:00 a.m. to 11:00 p.m. The facility is Town property and will be patrolled by the Chesterfield County Sheriff's Department. All persons in the facility and on the grounds are subject to all municipal, state and federal laws.
5. The use of drugs or alcohol is prohibited in the Community Center and surrounding area. Additionally, there shall be no smoking inside the facility.
6.
 - A. The preparation of food in the facility shall be only in the designated area.
 - B. Any food scraps must be removed from the building immediately after the meal function and placed in the outside receptacles designated by the Town.
7. Any decorations used in the facility shall be installed in such a manner as not to mark or deface the building in anyway. **No nails, tacks or screws or tape shall not be used in the hanging of decorations.**
8. The renter shall not damage, or allow to be damaged in any way the facility nor any fixture or personal property located therein. In the event of damage, the renter shall promptly restore facilities or property to its original state of repair or will pay to the Town the costs of the required repair.
9. The renter shall, upon completion of the use of the facility, promptly remove all decorations, display, and equipment used by the renter and will deliver the facility to the Town upon expiration of the rental period in as good a state of repair and condition as existed upon occupancy.
10. The renter shall leave the building in the same state of cleanliness as found at the time of occupancy, and will be responsible for any janitorial services required to restore the facility to its original state of cleanliness.
11. The renter shall be responsible for the removal and placement of any litter, garbage, and other refuse from the building and grounds into trash receptacles provided by the Town.
12. A checklist will be reviewed by the Town representative with the renter at the time the facility is rented and the deposit submitted. A copy of the Conditions and Stipulations and a copy of the Notice to the Renter will be given to the renter when the deposit is submitted. The facility will be inspected by the Town prior to reimbursement of the deposit and any discrepancies noted will be brought to the attention of the renter.
13. **Any violations of the conditions herein set forth may be grounds for refusal to rent the facility to the individual renter or the group represented in the future.**

NOTICE TO RENTER

UPON COMPLETION OF YOUR EVENT:

1. FLOORS ARE TO BE SWEEPED AND MOPPED, BROOMS AND MOPS MUST BE RETURNED TO THE STORAGE AREA.
2. REFRIGERATOR CLEANED.
3. STOVE AND MICROWAVE OVEN CLEANED.
4. STEAM TABLE CLEANED.
5. BATHROOMS AND TOILETS CLEANED.
6. ALL TRASH REMOVED FROM BUILDING AND PLACED IN OUTSIDE DUMPSTER.
7. ALL LIGHTS TURNED OFF.
8. HEAT/AIR CONDITIONER UNITS ADJUSTED BACK TO ORIGINAL TEMP.
9. ALL DOORS LOCKED.
10. **ABSOLUTELY – NO TAPE, TACKS, STAPLES, OR NAILS IN THE WALLS.**
11. PLEASE LEAVE TABLES UP, BUT PUT THE CHAIRS BACK WHERE YOU GOT THEM.
12. THE \$75.00 DEPOSIT WILL **NOT** BE RETURNED IF BUILDING IS NOT CLEANED OR MOPPED.

WE APPRECIATE YOUR HELP IN KEEPING YOUR COMMUNITY CENTER
CLEAN AND IN GOOD REPAIR.

APPLICATION FOR USE OF JEFFERSON COMMUNITY CENTER

The renter shall indemnify and hold harmless the Town of Jefferson, South Carolina, its offices, agents, and employees against any and all loss, damage, and/or liability that may be suffered, and caused by arising out of or in any way connected with the occupation or use by the renter of the Jefferson Community Center of any part thereof, or in the rights and privileges herein granted.

Please list in detail all pertinent information relative to the proposed use of the facility.

Name of Organization

Name of Person Applying Address Telephone #

Date and Time of Use

of People Expected Type of Program to be Held

I certify to personally assume the responsibility for payment of all charges and the observance of all conditions and stipulations governing the use of the facility.

Signature of Applicant Date

OFFICE USE

Separate Checks Are Required for Rental Fees and Deposits.
Note: Chartered non-profit organizations eligible for discounted fees with submission of charter from Secretary of State.

Rental Fee: (Time includes set-up and clean-up) Deposit Fee \$ 75.00

\$75.00 for 3-4 hrs. \$ _____
\$160.00 for 4-8 hrs. \$ _____

TOTAL RENTAL FEE COLLECTED \$ _____ TOTAL DEPOSIT COLLECTED \$ _____

Town Clerk Approval Date

____ I certify that I have been refunded my \$75.00 deposit. **KEY #** _____
____ I was not refunded my \$75.00 deposit and understand it is being applied to cleaning and/or repair expenses resulting from my rental of the Jefferson Community Center.

Signature Date