

## Rental Agreement for the McConnells Community Center

The Town of McConnells and \_\_\_\_\_ (Renter) agree to the rental of the McConnells Community Center.

Renter's Address \_\_\_\_\_

Renter's Phone # \_\_\_\_\_

Event Date(s) \_\_\_\_\_ Event Description \_\_\_\_\_

The rental fee is \$200 per day\* plus a \$50 refundable damage deposit. The total due is \$250.

\* Effective January 1st, 2024, the rental fee will increase to \$250 per day + \$50 refundable damage deposit. The total due will be \$300.

Date of Payment \_\_\_\_\_

Amount of Damage Deposit Returned \_\_\_\_\_ Date Returned \_\_\_\_\_

The Renter agrees and accepts the terms of conditions set forth by the Town of McConnells for the facility's use as defined below.

- 1) The Renter and all persons associated with the Renter agree to hold harmless the Town of McConnells, its employees, officers, representatives, and directors from any and all liability, loss, or damage resulting in any way from the rental or use of the Community Center and grounds.
- 2) The Town of McConnells has the right to refuse a request for rental.
- 3) To reserve the building for a specific date, the rental fee and damage deposit are due when the contract is signed and returned. Fees should be paid no later than 30 days before the event. Both are refundable if the event is canceled more than two weeks before the event. If the event is canceled within 14 days of the event, the damage deposit is returned, but the rental fee is nonrefundable.
- 4) A damage deposit is required for every event. The damage deposit is refunded in full provided no damage has occurred, nothing has been placed on the walls, the building is clean, all tables and chairs have been properly stored, and no violation of the Rental Agreement has occurred. Should damages exceed the damage deposit, the Renter agrees to pay the excess and is billed for this amount. The Town has six weeks to return the damage deposit.
- 5) The Renter is responsible for any and all damages to the Community Center, including but not limited to equipment and fixtures located within the building.
- 6) The Renter is responsible for ensuring that all attendees of the event adhere to all regulations and ordinances of the Town of McConnells as well as those of South Carolina and York County regarding fire and safety codes.
- 7) All doors must be closed when heat and air conditioning are in use.
- 8) The Renter must supply all paper products, tissue, and towels as well as trash bags.
- 9) No excessive noise is tolerated
- 10) No alcohol or firearms are allowed in the building or on the grounds.
- 11) The time of rental is from 8:00am until 11:00pm. The building must be cleaned, the trash removed, the lights turned off, and the doors locked by 11:00pm.
- 12) Read and abide by rules on the second page of this document.

**Return the completed and signed form with a check or money order made payable to the Town of McConnells at the address below.**

Renter's Signature \_\_\_\_\_ Date \_\_\_\_\_

The Town of McConnells, PO Box 115, McConnells, SC 29726

## Renter's Copy of Rules for Use of the McConnells Community Center

A list of rules for the use of the McConnells Community follows. If any of these rules are broken, the damage deposit will not be returned. It is the Renter's responsibility to ensure that everyone attending the event follows these rules.

- 1) All doors must be closed when heat and air conditioning are in use.
- 2) The Renter must supply all paper products, tissue, and towels as well as trash bags.
- 3) No excessive noise is tolerated
- 4) No alcohol or firearms are allowed in the building or on the grounds.
- 5) The time of rental is from 8:00am until 11:00pm. The building must be cleaned, the trash removed, the lights turned off, and the doors locked by 11:00pm.
- 6) The facility has not been cleaned with antibacterial products after use. The Renter is encouraged to wipe surfaces using an antibacterial prior to use.
- 7) Nothing may be placed on the walls, doors, columns, or window casings. Do not use tape, tacks, painter's tape, command strips, sticky putty or any other adhesive. If this rule is broken, your damage deposit will not be refunded, and you will not be permitted to rent the facility in the future.
- 8) Remove all food and trash from the facility. Leave the building and grounds clean and free of trash.
- 9) Do not move tables or chairs out of the building or covered porch area.
- 10) No smoking or vaping inside the building.
- 11) At the end of the event, return all tables and chairs to the storage area.
- 12) Before closing the building, turn off BOTH (2) air conditioning units in in use. When the heat is used, leave it set to 45 degrees. Turn all lights off.
- 13) If the key to the building is lost, the Renter will be fined \$25.
- 14) The total fee for use of the McConnells Community Center is \$200\* plus a \$50 damage deposit. The Town of McConnells will mail a check for the damage deposit to the Renter if the requirements for use are met. Checks are mailed at the end of the month when the space was used.

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Enjoy the use of the McConnells Community Center!