

Lancaster County Community Center Rental Agreement

Physical Address: 508 East Meeting Street;

Mailing Address: PO Box 1101

Lancaster, SC 29721

Website: lancasterccc.org

Telephone: 803.283.4469

APPLICANT INFORMATION

Applicant Name _____ Application Date _____

Name of Organization _____

Mailing Address _____

Telephone Number _____ Alt.Number _____

Email Address _____

Type of Event _____

Date of Rental _____ Number of Guests Expected _____

Time of Event _____ (am/pm) to _____ (am/pm) Total hours requested _____

Room(s) Requested: Library Auditorium Kitchen

Please include Rental Fees: (Money order, cashier check, cash)

\$80.00/hour

Refundable Security Deposit \$150.00 payable on date of application (\$110 will be refunded upon

Total Amount Due \$ _____ (Due 14 days prior to event; Due date _____)

AVAILABILITY

The Lancaster County Community Center (LCCC) is available to citizens of the community and community organizations. The LCCC Board of Directors reserves the right to deny any request which it deems unsuitable for the facility or incompatible with the Center's mission. Please wear masks, observe distancing, and wash hands.

Cancellation for refund is 30 days prior to event.

ASSUMPTION OF LIABILITY

For and consideration of the use of the Lancaster County Community Center, our organization agrees to indemnify and save harmless the Lancaster County Community Center from and against any and all loss, claim, demand, liability or reason of any damage or injury to property or person which may be claimed to have arisen as a result of or in connection with our organization's occupancy or use of said premises. Furthermore, our organization hereby agrees to reimburse the LCCC for any and all costs to repair any and all damages that may be caused directly or indirectly to the facility during the time period of occupancy and/or use of said premises.

Signature of Applicant _____ Date _____

Renter Copy

Rental Rates: (includes set up and removal time) No personal checks accepted!

*Rental Security Deposit \$150.00 (\$110 refundable 5 business days after event inspection)
Rental for 10 hours/day \$650.00
Rental 4 hours flat rate \$320.00
Rental less than 4 hrs. \$80.00/hour (minimum rental 2 hrs.)
Tables: (15) six-foot rectangle; (3) eight-foot rectangle; (5) small round
Chairs: 132 black chairs

We do not rent to anyone under 21 years of age

Community Center Rental Usage Agreement

- **DO NOT cover or tamper with cameras**
- **Smoking is prohibited throughout the building.**
- **Alcoholic beverages are prohibited.**
- **Weapons/firearms are prohibited.**
- **Maximum occupancy for the Lancaster County Community Center is 120 persons. Please reduce number of guests for Covid 19. Our lives depend on it.**
- **Renters should be out of building by 12 am. Alarm will be set.**

Decoration: No decoration shall be hung from the ceiling or wall in the Center. Decoration should be limited to the tables only. No staples, thumb tacks, tape or nails in furniture or on the walls.

At the end of your event: Leave tables and chairs setup!

Noise Ordinance: Loud activities should be kept to a minimum as to not disturb the surrounding community.

Cleaning/Clean-up: The Board of Directors wishes to maintain the integrity of this historical building; therefore, renters are expected to protect the interior/exterior areas of the facility. No exceptions will be accepted. All or any percentage of the security deposits will be forfeited, at the discretion of the Board of Directors, if any of the guidelines are not followed. The following general cleaning is required at the conclusion of the rental:

- **Remove all decorations and other event items**
- **Wipe down all tables and countertops**
- **Remove all food/items from the kitchen and refrigerator that was brought by your party**
- **Clean-up any spills**
- **Make a final check on restrooms to confirm they are clean**
- **Remove all trash both inside and outside of the building; place in waste container outside**

All or a percentage of the security deposits will be forfeited, at the discretion of the Facility Manager, if any of the above guidelines are not followed.