

**The City of Orangeburg
Parks and Recreation Department**

1099 Russell Street Orangeburg, SC 29116-1321 (803) 533-6020
Business Hours: Monday –Friday 8:00am-5:00pm

BUILDING RENTAL CONTRACT

Date Requested _____

Date Paid _____

Name/Organization _____ Today's Date _____

Address _____

Email _____

Phone _____ Purpose of Use _____

Time Requested: from _____ until _____ No. of Guests _____

Deposit and Fees:

Zimmerman Community Center (90-100 guests max.) Kitchen Area Included
_____ \$200 rental for 6 hours; \$25 per hour for each additional hour

Canteen (50-75 guests max.) **NO** Kitchen Area Available
_____ \$75 rental for 4 hours; \$25 per hour for each additional hour

ALL RENTALS MUST BE CONCLUDED BY 10:00PM-NO EXCEPTIONS!!!

Rules of Building Rental Use

1. Rentals are on first-come/paid basis: Cancellation less than two weeks before rental due date will result in forfeiture of one half of your payment. If you are paying via check, then there will be a thirty (30) day hold before payment. This is to be sure that the check clears our banking facility. The City of Orangeburg will provide someone to open and close the rental facility and periodically check on function during the duration of the rental. The duration of rental will include setting up/cleaning of function.
2. All fees are due when making reservation(s); reservations can be made up to one week before event if paying cash; two weeks if paying by check. Abuse of building or facilities will result in loss of future rental privileges through the City of Orangeburg Parks and Recreation Department. The renter is responsible for any additional damages to building or facilities.
3. The rental fee is for the premises ONLY. The City does not guarantee that an adequate number of chairs or tables will be available for use. Securing needed chairs and tables will be

- the responsibility of the renter
4. Building must be left in proper condition. Take out all trash and place City owned tables and chairs back in their proper locations (please wipe off first). Floor must be swept upon leaving the building. Failure to do so will result in the forfeiture of deposit and loss of future rental privileges with the City of Orangeburg Parks and Recreation Department.
 5. **ABSOLUTELY NO SMOKING OR ALCOHOL IN THE BUILDING.** Reports of smoking or use of alcohol will result in forfeiture of deposit and loss of future rental privileges with the City of Orangeburg Parks and Recreation Department.
 6. All renters' equipment/property must be removed before 10:00 P.M. of rental date unless special arrangements have been made. If not removed, they will be considered abandoned and become property of the City of Orangeburg Parks and Recreation Department.
 7. Persons under the age of 21 must have an adult group sponsor the contract in person at the Parks and Recreation Department. These sponsors must be present during event.
NO YOUNG ADULT PARTIES ALLOWED AT ANY OF OUR FACILITIES.
 8. No pay-at-door social functions allowed. No nails, tacks, tape, etc. are allowed on walls, floors and ceilings.
 9. Building fees are non-refundable, unless there is inclement weather; we will reschedule your rental or refund your rental fee. Refund of payment will be paid by check and mailed out from City Hall within two weeks. Check will be mailed to the address on the receipt unless specified otherwise.
 10. Building fees are non-refundable, unless there is inclement weather; we will reschedule your rental or refund your rental fee. Refund of payment will be paid by check and mailed out from City Hall within two weeks. Check will be mailed to the address on the receipt unless specified otherwise.
 11. **FOR EMERGENCIES AFTER NORMAL BUSINESS HOURS PLEASE CALL (803)-614-0947**

The undersigned has agreed to rent or lease the premises in good condition and leave it in the same condition as received. The undersigned also agrees to all the rules and regulations imposed by the City of Orangeburg Parks and Recreation Department in renting or leasing the building and specifically agrees to indemnify and holds harmless the City of Orangeburg Parks and Recreation Department and its employees for any and all claims, demands, actions, proceedings, judgments, losses, damages, counsel fees, payments, expenses and liabilities whatsoever which the undersigned incurs by reason of the use of the facility. Such indemnity shall also apply and all damages or liability that are attributable to the use or unlawful use of alcohol or other illegal substances during the term of the lease.

This agreement shall be binding upon the undersigned, and this agreement shall be construed in accordance with the laws of the State of South Carolina.

Signature of Parks and Recreation Staff

Signature of Renter

Date

Date