



RECREATION CENTER RESERVATION POLICIES

Requests for reservations should be made to the Greer Parks and Recreation Department and final approval will be up to the Parks and Recreation Director. Greer Parks and Recreation reserves the right, on an individual basis, to refuse rental events deemed inappropriate to the buildings and parks in general. Rental fees are subject to change without notice. Because of flexibility in scheduling programs and our desire to serve the public, it may be necessary for the department to change the location, time of use or cancel reservations. **Holiday rentals will not be available unless special arrangements are made.** When reserving any facility Greer Parks and Recreation will have staff present to protect city property, make emergency phone calls, and make final inspection of building. Facilities can not be used by special interest groups without charge if services generate a charge for the department.

1. Center Reservations: Reservations are not valid until a rental contract has been signed by all parties and the required deposit has been made. All reservation fees must be made payable by cash, check or money order only. The renter is not allowed to sublease the space. It is mandatory that a staff member be present for the duration of the rental.

2. Hours of rental: The center must close no later than 12:00 midnight. There is a two-hour minimum for reserving a recreation facility. Rental time must include set-up and clean up time. Failure to vacate by the appointed time will result in the loss of your security deposit plus any damages that may have been incurred, including extra clean up fees.

3. Deposits and fees: The required deposit must be paid at the time the rental contract is signed. The balance of fees must be paid no later than one week prior to the event. Refunds are processed within 2 weeks after your event for the refundable security deposit less any additional clean-up or damage charges. Failure to vacate by the appointed time will result in additional fees.

4. Cancellation: Rental fees and deposits will be refunded for events cancelled at least one week in advance. If the event is cancelled less than one week in advance, the security deposit will be forfeited and the rental fees will be returned.

5. Set-up and decorations: Each Recreation Center provides tables and chairs which may or may not be available depending upon other programs offered concurrent to the rental. All decorations and table set-ups must be pre-approved by the Center Director. We do not provide linens. Table coverings are required if you are serving food or beverages. Glitter, confetti, sequins, sand, and rose petals are prohibited. For wedding receptions rose petals, birdseed, or bubbles may be used outside as the bride and groom leave. Decorations, banners, or fliers may be put on walls with prior approval from the Center Director. Candles must be dripless; tealights and votives in containers are allowed. Decorating and delivery of rental equipment may not begin prior to your reservation time. A separate rental time must be reserved and rental fee paid for set-ups required the day before a scheduled event. Set-up times for caterers must be disclosed to help determine rental time and requirements needed for your reservation. Early set-up requests will be handled on an individual basis. All decorations and rental equipment must be removed immediately following your event. Our staff is not responsible for the removal or security of rental equipment.

6. Security Officers: If the function exceeds 75 persons, a security officer is required (1 per 75 guests). The use of security officers is not limited to the above stipulations. **Greer Parks and Recreation Department reserves the right to require the services of security officers at the renter's expense for any function that the Parks and Recreation Director deems necessary.** Likewise, the renter can request the services of officers when they are not required to employ them, or employ more officers than are required.

7. Entertainers: Before finalizing your entertainment you should be sure their power needs are compatible with our facility. Heavy-duty light shows are not compatible. Fog and bubble machines are prohibited. The renter agrees to assume all costs arising from the use of patented, trademarked, franchised, or copyrighted materials, devices, processes, or dramatic rights used or incorporated into each event. The renter is responsible for any

damages incurred to the facility by entertainers or their employees (including scratches on the floor, walls and damage to the grounds).

8. Weapons & Explosives: Possession and/or use of firearms, weapons, fireworks, & explosives are prohibited.

9. Tobacco use: Use of tobacco products is prohibited inside the Recreation Center. It is your responsibility to inform your guests of this rule.

10. Alcoholic beverages: Use of alcoholic beverages is prohibited at Needmore and Greer Recreation Centers.

11. Violations of rules: Any person violating the existing rules and regulations or, in the opinion of a Parks and Recreation employee, constituting a public nuisance or potential hazard to persons or property, or exhibiting disorderly conduct, shall be served notice by a Center employee and expelled from the facility. Such violations can be subject to prosecution in accordance with state and local laws and ordinances.

12. Right to alter or end an event: Greer Parks and Recreation maintains the right to alter or end any event at anytime it is determined necessary to assure the continued public safety, health, and welfare of event participants, Recreation Center visitors, or the surrounding community. In the event a function is ended for cause, no refund will be made.

13. Damages: Damages for which the renter is responsible include, but are not limited to, scratches or other damage to floors, tables, and chairs; damage to walls, brick, counters, fixtures, and equipment, whether made by the lessee, his or her employees, agents, or guests. The Parks and Recreation Center Director will determine whether any damage has occurred, and whether the damage is of the nature that the lessee will be held responsible. After the Center Director reports these findings to the Parks and Recreation Director, his or her decision will be final.

14. Clean up responsibilities for Renter: Must begin immediately following the event.

Kitchen Area: (Applies to Needmore Only)

- Bag and tie all garbage and place in the designated (green) receptacles located outside the building and replace trash bags in the cans provided by the Recreation Department.
- Clean and wipe down the sink, counters, table, and pushcarts.
- If used, clean and wipe down the inside of the refrigerator & warmers; rinse & wipe coffee maker.
- Sweep and mop the kitchen floor.
- Linens, dishes, glasses, floral stands, and other rental equipment must be removed immediately following the event.
- Lessee must remove all decorations from the premises.

Recreation Center (Inside)

- Linens, dishes, glasses, floral stands, and other rental equipment must be removed immediately following the event.
- Lessee must remove all decorations from the premises.
- Dispose of all decorations and trash that have fallen on the floor.
- Bag and tie all garbage and place in the designated (green) receptacles located outside the building and replace trash bags in the cans provided by the Recreation Department.
- Mop up all liquid and food spills from the floor of the recreation center.

15. "Participant Admission Fee" Rental: All recreation center rentals requiring a "participant admission fee" are restricted to non-profit organizations. A valid current copy of the organization's IRS federal tax-exempt letter showing their 501c3 status must be attached to the Facility Reservation Form. Reservations are not valid until the Director of Parks and Recreation has signed the rental contract and the required deposit has been made. No individuals or private groups may charge admission fees to participants in advance, i.e. through ticket sales, etc. or "at the door" during center rental programs.

Failure to complete any of the above duties within the reservation time will result in the forfeit of all or a portion of the security deposit. Extra clean-up fees may apply. The decision of the Parks and Recreation Director is final. Therefore it is important to plan time within your rental hours to perform these duties. The renter will not be allowed to stay beyond the rental time to complete the cleaning or removal of equipment.