

TOWN OF HOLLY HILL
APPLICATION FOR USE OF THE DEPOT COMMUNITY CENTER
LOCATED AT 8603 OLD STATE ROAD

*Return this form to Town Hall at 8423 Old State Road, Suite # 1, Holly Hill, SC 29059-8100 or fax it to (803) 496-5211

Name of Applicant: _____
Contact Person (if different): _____
Mailing Address: _____
Daytime Phone #: _____ Alternate Phone #: _____
Date(s) to be used: _____ Hours: _____ to _____
Purpose: _____

CONTRACTUAL RESTRICTIONS

**The sponsoring person or organization agrees to accept responsibility for the conduct of individuals attending the activity and to pay for any damage caused.*

**NO SMOKING allowed in the building.*

**NO ALCOHOLIC BEVERAGES allowed anywhere on the grounds.*

**The user agrees to hold the Town of Holly Hill, its officers, employees and agents harmless for injuries to persons or property suffered during the use of the facility.*

**The \$50.00 security deposit is only refunded if all restrictions are followed and the facility is left CLEAN.*

FEES (See schedule of fees below) Payable to the "Town of Holly Hill"

Facility Rent: _____ Custodian Fee: _____
Security Deposit: _____ TOTAL DUE: _____

Facility Rent: A flat rate of \$75.00 for the first four (4) hour period and \$15.00 for each additional hour of use or occupancy (including set-up and take down time).

Custodian Fee: A rate of \$8.00 per hour as required.

Security Deposit: \$50.00 Refundable ONLY if an inspection of the facility following the activity proves to be satisfactory. Notice of cancellation must be received prior to (7) days before the scheduled activity to receive a 1/2 of the deposit. If notice is given less than (7) days prior, NO refund will be issued.

FEES DOUBLE FOR ALL HOLIDAY WEEKEND RENTALS

I HAVE READ AND UNDERSTAND THE CONDITIONS OF THIS LEASE INCLUDING THE RESTRICTIONS STATED ABOVE.

Signature: _____ Date: _____

Approved By: _____ Date: _____

Deposit Amount Paid _____ Date _____ Balance Due _____ Due Date _____

Balance Amount Paid _____ Date _____ Refund Amount Paid _____ Date _____

Custodian _____ No. Hours _____ Amount \$ _____

Depot Community Center Use Policy

The Town of Holly Hill considers the Depot Community Center a community asset and believes that it should be available to and utilized by its citizens for public and private functions and to promote the welfare of the community. Reservation rentals will be taken on a first come first served basis. Town sponsored programs or emergency/disaster needs would take priority. The Depot Community Center being a non-funded, non-profit, self supporting facility requires payment of a nominal usage fee to the Town. The Town may waive the fee upon written request and documentation of special circumstances.

The Town of Holly Hill adopts the following policies and guidelines for those utilizing the Depot.

1. Application/contract forms for public use of the community center may be obtained from Town Hall. The application must be submitted not later than two (2) weeks prior to the proposed date of use. Applications will be considered and a response given within ten days of receiving the application at Town Hall. Denials may be appealed to Town Council.
2. Reservation requests will be prioritized and awarded based on the date the application was submitted.
3. Fees: rental, security deposit, and custodian. - See fee schedule on front side.
4. The facility is normally not available to profit-making organizations or to individuals for profit-making purposes.
5. Sponsoring organizations or individuals are responsible for the conduct of persons attending and any damages caused during the activity.
6. Custodian – The custodian is to open and close the building only. The custodian is NOT to do the setting up or the cleaning up (unless prior arrangements have been made).
7. Holly Hill Police Department will have jurisdiction and access to the facility at all times.
8. Hours of availability are between 7:00 a.m. and midnight with clearing of premises by 12:00 midnight, except by special permission if and when granted by Town Council.
9. Orderly conduct is required both inside and outside on Town property. No loitering.
10. No individual under the age of 21 may sign the lease contract.
11. A responsible adult (over 21) must remain on the premises at all times when minors are present.
12. All fees to be paid in advance for hours required. No payments will be taken by the custodian.
13. Do not throw trash in cans without utilizing plastic trash can liners. (available in janitor's closet)
14. No telephone is available in the building. There is a pay phone across the road at Hot Spot.
15. Deposit refund depends upon leaving the facility (meeting room, kitchen, restrooms, floors, etc.) in as good a condition as when you arrived – table & chair set-up, trash bagged in outside containers, helium balloons, signs, flowers, decorations, tape, etc. retrieved. No tacks/nails in walls, tables or woodwork.
16. Chamber property/supplies/utensils – marked TCRCC are not to be used.

Custodian – Open doors 15 minutes prior to rental time, check lights & thermostats, sound system as needed. Call police if there are any unresolved problems or disturbances. Inspect facility and report any violations or problems to the Town Hall.

Use of the privately owned piano is NOT included in the rental fees but is available at an additional rate of \$5.00 per rental period. Coordination for the use of the piano MUST be made in advance with the Town Hall.
