

Sweetwater Community Center Rental Packet



The Sweetwater Community Center was built sometime between 1890 and 1915. At that time it was used as a one room school house, Sunday school classes, community dinners and other fellowship functions. It has been abandoned for years and was donated to Edgefield County in October of 2012. Edgefield County Council chose to restore the Sweetwater Community Center to allow citizens to rent for their own functions such as birthday parties, small weddings or just fellowship in general. The County will also be utilizing this building for special meetings and gatherings.

SWEETWATER COMMUNITY CENTER POLICIES

296 Sweetwater Road
North Augusta, SC 29860

Policy Purpose Statement:

Edgefield County facilities are primarily used for official Edgefield County purposes and such purposes shall take precedent for facility use. The Sweetwater Community Center will be available for rent for public purposes according to the rules and regulations contained herein.

General Regulations:

1. Edgefield County has the right to refuse use of facilities to any group if the proposed event conflicts with official use of the building, is incompatible with the facilities' intended purpose, conflicts with established policies, regulations or laws, or is in conflict with any confirmed reservation.
2. No person, firm, or organization may lease the facility more than twice within a 4 month period. The County Administrator or the Clerk to Council may waive this restriction if the facility has not been rented within two weeks of the requested date and it is determined that the rental will not adversely affect the use of the facility by others. Adequate time between rentals for the inspection and cleaning of the facility will be provided as determined by the County Clerk to Council.
3. Admission fees, collections, or donations may not be collected by users of County owned property except that non-profit corporations and tax exempt entities authorized to do business in South Carolina, civic organizations, and persons who have been severely injured or are seriously ill may conduct fundraisers with the prior approval of the Edgefield County Clerk to Council or Administrator.
4. Property is to be left in the condition and arrangement in which it is found, or future use will be denied. (This includes setting thermostat back to its original setting.)
5. No glue or tape are to be used on any part of the Community Center facility.
6. No sparklers, rice, confetti, or glitter may be used on the property or in the facility.
7. The scheduling of facilities must be conducted according to this policy. The Edgefield County Clerk to Council shall be the coordinator and arbiter of issues related to the use of public facilities.
8. Groups shall comply with all applicable laws of the United States and the State of South Carolina and with all Edgefield County ordinances, rules, policies, and regulations. All persons in and on the property shall comply with official signs of a prohibitory or directory nature, and with the directions of Edgefield County authorized individuals. Edgefield County has the right to have persons violating any provisions removed from the premises and to prosecute any and all violators to the fullest extent of the law.
9. Use of publicly owned property does not imply endorsement by Edgefield County Government staff, officials, or by Edgefield County Council members.
10. Edgefield County retains the right to amend the requirements and regulations for use of these facilities at any time.
11. Groups are not allowed to assign their reserved time at a facility to another party unless given written permission by Edgefield County Clerk to Council or Administrator.

12. NO CONCEALABLE WEAPONS ARE ALLOWED. (Section 16-23-420, SC State Law)
13. Vehicles are not allowed on lawns, planted areas, sidewalks, or walkways of Edgefield County property.
14. Pets are not allowed inside Edgefield County facilities with the exception of Disability Assistance dogs.
15. No recreational equipment is allowed on the premises without written approval from the Edgefield County Clerk to Council or Administrator. (No blow up/bounce houses. No Waterslides.)
16. Proper attire of shirts and shoes are required during use of all Edgefield County facilities.
17. All trash and decorations must be removed from the building immediately following the event.
18. The lessee must be out of the building within the reserved time frame. The rental times should include all setup and clean-up for the event.
19. Smoking is **prohibited** in all Edgefield County facilities.
20. If an emergency happens, immediately call 911, contact appropriate emergency services, and evacuate the building if appropriate.
21. The person signing the application for use and the organization by which the Edgefield County facilities will be used must indemnify and hold harmless Edgefield County and its employees and officials for and from any liabilities, damages, claims or actions of any kind arising in any way from the use of Edgefield County facilities and also release Edgefield County and its employees from any liability, damages, claims or actions of any kind arising from the use of Edgefield County facilities. That person and the organization are also responsible for paying Edgefield County for any damages to Edgefield County facilities.
22. Edgefield County is not responsible for any items left in the building after the lessees' rental period.

Reservations:

Reservations for use of the Community Center will be on a first-come, first-serve basis. Reservations may be made up to twelve (12) months in advance. Reservations should be made by submitting the attached Application to the Edgefield County Clerk to Council.

Rental Fees:

The Community Center can be rented in increments of four (4) hours. The facility will be available Sunday through Thursday from 8:00 am to 9:00 pm and Friday and Saturday from 8:00 am through midnight. The rate is as follows:

Four (4) hours:	\$75
Eight (8) hours:	\$150
Twelve (12) hours:	\$225
Two (2) day package:	\$350

One half of the total rental amount is due (the total rental amount includes rental package amount, event security fees, projector fees and the security deposit) at the time of the Application submission in order to reserve the Community Center on the desired date(s). The other half of the rental amount is due eleven business days prior to the event date(s).

Reduction of twenty-five percent (25%) will be given to all Edgefield County staff.

The County Administrator may waive the rental fee for fund raising events for individuals that are dealing with serious illnesses or similar challenges.

Refund of rental fees due to cancellations shall be as follows:

90 days prior to reservation date: 100% refund

Between 89-30 days prior to reservation date: 50% refund

Less than 30 days: NO REFUND

Projector Rental Fee:

If you wish to use the County Projector you will need to indicate this on the application. The fee will be \$25. You will be responsible to provide a computer or laptop.

Deposit/Damage Fees:

There will be a required deposit of \$125 payable at least 2 weeks prior to the event to cover any damages that may be incurred during the event. If there are no damages, the \$125 deposit will be returned after the event. If damages exceed \$125, the lessee will pay for all costs for the damages incurred.

If the premises or any portion of the building during the term of this lease shall be damaged by act, default, or negligence of the Lessee or his agents, employees, patrols, quest or any other person admitted to the premises by the Lessee, the Lessee shall pay to the Lessor such sum as shall be necessary to restore the said premises to the present condition.

Security:

The lessee may be required to provide an Edgefield County Deputy for the event. The County will make this determination based on the event, attendance, and use of alcohol. A deputy is required at all events where alcohol will be consumed. The payment for the deputy must be made to Edgefield County prior to the event.

Building Capacity:

The Community Center has a fire rating capacity of 99. No more than 99 people are permitted in the building for any event.

By signing and submitting the Application, the person signing the Application and the group using the Edgefield County facilities thereby agrees to all of the above regulations.

Forms of Payment Accepted: Cash, Money Orders, Cashier's Check, Personal Check. All checks/money orders made payable to Edgefield County Government. Personal Checks are not accepted within 2 weeks of event.

A date cannot be reserved without a completed application and at least half of the total rental amount. The total amount due is the package cost plus the safety deposit along with any additional fees such as the projector rental and event security.

Sweetwater Community Center Application Form

Return to Jennifer Gilley by mail to 124 Courthouse Square, Edgefield, SC 29824

If the application is not completely filled out when received it will be void.

No more than 99 number of persons is allowed in the Sweetwater Community Center at one time.

Name of Responsible Person: (Printed) _____
 Full Name of Organization: _____
 Address: _____
 Telephone Number: _____
 Email Address: _____
 Type of Event: _____
 Date of Event: _____

Time of Event:	From _____	To _____	Please include set up and clean up time.
		Package A:	Four (4) hours: \$75
		Package B:	Eight (8) hours: \$150
		Package C:	Twelve (12) hours: \$225
		Package D:	Two (2) days: \$350

Package Letter: _____

There are 12 round tables (5 feet), 2 rectangle tables (8 feet) and 96 chairs (8 at each round table) in the SCC.

Will there be alcohol on the premises? Please initial accordingly ___Yes ___No

I will need a deputy present from _____ (am/pm) until _____ (am/pm) *Mandatory if alcohol is present

Are you sponsoring a Fundraiser? Please initial accordingly ___Yes ___No

Who/What organization is the fundraiser for? _____

Would you like to rent the projector for your event? (\$25 fee) Please initial accordingly ___Yes ___No

I, the undersigned, being eighteen years of age or older, have read and understand the Sweetwater Community Center Policies. The organization I represent and I will comply with and agree to the Sweetwater Community Center Policies. The organization I represent and I both agree to be responsible to the Edgefield County Government for the use and care of the Sweetwater Community Center and the furnishings. The organization I represent and I agree that we will pay for any damage to Edgefield County property and equipment in connection with the event and use of facilities. *If a check is returned there will be a \$25 returned check fee.*

Please make checks payable to Edgefield County Government.

If the application is not completely filled out when received it will be void.

Signature/Date: _____

Approved By Signature/Date: _____

Approved By Printed Name: _____

Package Cost:	\$ _____	Employee Discount	___Yes ___No	
Projector Fee:	+ \$ _____			
Deputy Pay:	+ \$ _____			
Deposit:	+ \$125.00			
Grand Total:	= \$ _____	Half of this amount must be submitted to reserve date(s)		

Collected By: _____ In the Form of: _____

Collected By: _____ In the Form of: _____

Collected By: _____ In the Form of: _____

Things to remember when renting the Sweetwater Community Center

1. There are two 13 gallon trash cans and two 7 gallon trash cans that you will need to provide trash bags for.
2. There are 12 round tables (5 feet wide), 2 rectangle tables (8 feet long) and 96 chairs (8 chairs at each round table).
3. You will be responsible for hauling off your own trash. There is no dumpster on site.
4. There is no ice machine on site.
5. The bathroom locks can be tricky. To lock them they only need to be pushed in, but not turned. If your guests turn them the door will lock behind them when they exit. The keys to the outside doors will also unlock the bathrooms in the event that the bathroom door locks with no one inside.
6. Please be sure to lock every single door before leaving. Each door has its own lock. **PLEASE BE SURE EVERY DOOR IS CLOSED TIGHTLY BEFORE LEAVING.**
7. When leaving place the key on the hook on the side of the refrigerator.
8. There is a broom and dustpan behind the kitchen door for your use.
9. The HVAC unit is programmed to run the heat at 55° and the air at 80°. You can change this temporarily while you are using the building. If you use the up and down arrows the temperature will change. We ask that you do not run the heat above 76° or the air below 68°. The temperatures may go back to the original settings after some time passes (so you may want to keep an eye on this to be sure your guests are comfortable). You can adjust as necessary but please leave the preset in place so that once you leave the HVAC will not run unnecessarily.
10. There is dish soap, a sponge and kitchen cleaner available for you to use in the kitchen.
11. Please be sure to clean the microwave if you use it.
12. Please be sure to clean up and leave the building in the same condition that you found it.

Notes:

Please do not go into the basement. That area is for employees only.

Please be sure to change the HVAC unit to the temperatures as listed above.

Please be sure to place the key on the hook on the side of the refrigerator.

Please be sure to clean the microwave if you use it and leave it unplugged when you leave.

Please be sure that all doors are locked and closed before leaving the facility after your event.

Issue	Amount taken from deposit
Leaving the thermostat set differently than set forth in the agreement	No less than \$25.00
Leaving trash on the premises	No less than \$15.00
Leaving the microwave/refrigerator dirty	No less than \$20.00
Use of glitter, confetti, tape, etc.	No less than \$25.00

If you have any questions please contact Jennifer Gilley by phone at 803-637-4009 or by email at jgilley@edgefieldcounty.sc.gov