



Jasper County Parks & Recreation  
1458 Red Dam Road, Hardeeville, SC 29927  
Main Office: (843) 784-5130 Fax: (843) 784-5172

Facility Usage Agreement

**Please Print:**

Date \_\_\_\_\_

Name of Park / Facility \_\_\_\_\_

Person Responsible \_\_\_\_\_ Phone \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Additional Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

I. Agreement

Jasper County Parks and Recreation Department, acting as rental agent and hereinafter known as the Lesser, agree to rent such facilities and to provide such services listed under item 1, Section II below to

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for the purpose of \_\_\_\_\_ # of Persons Attending \_\_\_\_\_

during the period of \_\_\_\_\_ AM/PM through \_\_\_\_\_ AM/PM on \_\_\_/\_\_\_/\_\_\_ for the sum of \$\_\_\_\_\_. (Date)

- **To make a reservation a deposit of \$100.00 is required.**
- **The rental fee is due no later than 2 weeks before date of event.**

Payments are to be made to "Jasper County Parks & Recreation" by two separate checks or money orders. Cash is acceptable for the rental fee only. If paying the deposit with a money order please do not make it out to us, only your signature is required.

1. **\$100 damage / clean-up deposit** which will be returned upon closing or the following Tuesday, provided that facility is left in as good a state of repair and condition as existed upon first occupancy with reasonable wear and tear, acts of providence and agreed changes excluded.

2. A \$\_\_\_\_\_ fee for the rental of the facility / park listed above. Note fees below:

- Jasper County Community Centers - \$50 (1 - 4 hours)
- Jasper County Picnic Shelters - \$25 (1 - 4 hours)
- Jasper County Ball Fields - \$50 /Day
- Jasper County Basketball Courts - \$50 /Day

Additional Charges to be applied:

- \$25 fee for excessive use of water (i.e. - car wash events, water slides, etc.)
- \$25 fee for excessive use of electricity (i.e. – bouncy castles maximum size 13ft x13ft, music entertainment, etc.)
- \$10 each additional hour facility is used during normal operation hours (Including set-up/ clean-up)
- Any fees incurred due to damages greater than the sum of the required security deposit.

II. Conditions and Stipulations

1. For and in consideration of the sum indicated above, the Lessor will provide the following facilities and services located at each facility where applicable.
  - Restrooms
  - Tables
  - Chairs
  - Cleaning Equipment
2. Facilities rented will not be available to Lessee, or other persons or groups supporting this activity, except during the period specified above.
3. Vehicle parking will be permitted only in designated areas. Parking or movement on other areas without prior approval from Jasper County Parks & Recreation Staff is prohibited.
4. Privilege to erect advertising signs on building grounds prior to event date must be obtained by the department head.
5. When Lessee engages a caterer for food services, etc., the Lessee shall be responsible for removal and disposal of all trash, garbage, oyster shells etc., resulting from catering service.
6. When facilities are rented for high school functions or when a group is composed primarily of those under 18 years of age, lessee will provide a minimum of 1(one) parental chaperone or school official for every 10 (ten) participants or a portion thereof. An approved Security Officer will also be required. Approval must be made by the Director of Jasper Co. Parks & Recreation.  
Note - Lessee will be required to submit a chaperone's list with payment.
7. Where facilities are being rented for public events i.e. tournaments, concerts, etc., security officers may be required. This will be at the discretion of the Director of Jasper County Parks and Recreation. If security is required, there shall be a minimum of 1(one) security officer for every 50 participants / spectators. The Lessee will be responsible for obtaining security for the event.
8. No money shall be collected at the facility for this event unless it is pre-approved by the Director of Jasper Co. Parks & Recreation.
9. **All activities shall cease no later than 9pm. No persons will be allowed in the facility after 10pm.**
10. Facilities should be cleaned immediately following event. **Deposits will not be returned until cleaning is completed in accordance with the cleaning requirements of the Parks & Recreation Department (posted at each facility).**
11. Any consumption, distribution, selling or possession of alcoholic beverages is strictly prohibited at all Parks and Recreation events and properties and will result in a loss of deposit.

12. Any consumption, distribution, selling or possession of illegal drugs is strictly prohibited at all Parks and Recreation events and properties and will result in a loss of deposit.
13. Firearms, knives or other weapons are not allowed at Parks and Recreation events and properties and will result in a loss of deposit.
14. Lessee shall not damage, or allow to be damaged, said facilities or any fixture or personal property located therein and, in an event of damage, Lessee shall promptly restore facilities or property to its original state of repair or pay the Lessor for such damages.
15. Lessee shall indemnify and hold harmless the manager, Jasper County, South Carolina, the State of South Carolina, its officers, agents, volunteers and employees against any and all loss, damage, and/or liability that may be suffered, caused by, or arising out of, or in any way connected with occupation or use by the Lessee of Jasper County Parks and Recreation Department' Building or any part thereafter, or exercise of the rights and privileges herein granted.
16. Lessee understands and agrees that should the use of the building and its facilities by Jasper County Parks and Recreation Department become necessary due to natural disaster or emergency during the times mentioned in Section 1 above, the provisions of this contract shall become null and void at the discretion of the director of Jasper County Parks and Recreation or his designated representative, and any sums deposited shall be refunded to the Lessee.
17. The following is a list of agencies that are exempt from the standard fees that apply to each facility. Note – Damage / Clean-up deposits and additional charges will apply to all groups / agencies.
  - State / Local Government agencies
  - Schools
  - Community Boards
  - Non-profit Youth Organizations

Lessor: Jasper County Parks and Recreation  
 1458 Red Dam Rd.  
 Hardeeville, SC 29927

Lessee: \_\_\_\_\_  
 (Print Name)

By: \_\_\_\_\_  
 (Jasper County Parks and Recreation)

By: \_\_\_\_\_  
 (Signature)

Date: \_\_\_\_\_

Date: \_\_\_\_\_