



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: _____

Circle a Facility:

Sgt. Jasper Park (Banquet Hall)

Sgt. Jasper Park (Gazebo)

Sgt. Jasper Park (Picnic Shelter)

Person Responsible: _____ Phone: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Additional Contact Person _____ Phone: _____

I. Agreement

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

Name of event: _____ # of Persons Attending _____

during the period of _____ AM/PM through _____ AM/PM on ____/____/____ for the sum of \$_____.

**TO MAKE A RESERVATION A DEPOSIT AND RENTAL FEE ARE DUE AT THE TIME OF BOOKING.
CANCELLATION MUST BE MADE TWO WEEKS PRIOR TO THE DATE OF EVENT FOR FULL
REFUND.**

Cash, check, or money order is accepted for the **deposit and rental fee only, made out to "Jasper Co. Parks and Recreation"**.

1. **\$100 damage/clean-up deposit** which will be returned upon closing or the following Tuesday, provided that the facility is left in as good a state of repair and condition as existed upon the 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:

Sgt. Jasper Park (Banquet Hall) - \$400

Sgt. Jasper Park (Gazebo) - \$100

Sgt. Jasper Park (Picnic Shelter) \$100

Additional Charges to be applied:

- \$ 30 each additional hour facility is used after normal operation hours 6 P.M.- 10 P.M. (Including clean-up)
- For set-up and decoration only, the day before the event, between the hours of 8-6pm a fee of \$100 is required. After 6pm (up until 10pm) is an additional fee of \$30 per hour.
- \$25 fee for excessive use of electricity (i.e. - bouncy castles maximum size 13f x13ft, music entertainment, DJ etc.)
- 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 in 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 the removal and disposal of all trash, garbage, oyster shells, etc.
6. When facilities are rented for high school functions or when a group is composed primarily of those under 18 years of age, the 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 9 pm. No persons will be allowed in the facility after 10 pm.
10. Facilities should be cleaned immediately following the 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 and the ending of your event.
12. Firearms, knives, or other weapons are not allowed at Parks and Recreation events and properties and will result in a loss of deposit.
13. 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.
14. 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.

15. 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 a 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.

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

Lessee: _____ (Print)

By: _____

By: _____ (Signature)

Date: _____

Date: _____