



Ray Hopkins Senior Center Rental Agreement

FEES

\$30 Per Hour

2 Hour Minimum

Guidelines

1. Groups/ Rentals will abide by all laws governing the City of Mauldin and the State of South Carolina.
2. Activities sponsored by the Mauldin Parks and Recreation Department will have priority in all cases.
3. Civic/Non-profit groups within the City of Mauldin may use the Senior Center ONE time per year at no charge.
4. Admission charges, sales, and other profit- making activities will not be allowed.
5. Scheduling of groups will be at the discretion of the Recreation Director and in the interest of the City of Mauldin.
6. Security to be provided by the renter may be required by the City of Mauldin at the discretion of the Recreation Director.
7. Payment must be made in full seven (7) days prior to date of rental.
8. The reservation must be canceled seven (7) days in advance, in order, to get partial refund or to reschedule the rental. A \$10.00 administrative fee will be charged for any cancellation.
9. Alcoholic beverages and/or other intoxicants or persons under the influence of intoxicants will not be allowed.
10. Smoking is not allowed in any City Buildings.
11. Rental of the Senior Building is on an "as-is" basis. The facility is decorated for the senior program and all decoration must be left in place. Any removal or damage to the decorations, furnishings or building will result in the loss of the deposit.
12. Renter agrees to provide the City of Mauldin with "Opening and closing times" for their event. All times must be approved by the Recreation Director or representative.
13. Renter agrees to arrive on time and vacate the building by the pre-approved time. All "set-up" and "clean-up" work must be done between the pre-approved times. Failure to vacate the building by the "end time" will result in forfeiting the deposit and being charged for any additional time incurred. The building cannot be rented again until all monies due are paid in full.
14. The Renter is responsible for setting up and cleaning the facility. This includes taking the trash outside, vacuuming, sweeping, and mopping the floor when necessary. As well as stacking tables and chairs in the appropriate storage areas when advised and be out of the building by the predetermined time.
15. The center closes at 8:00pm. Groups must vacate the facility by 8:00 or the pre-determined time.

I have read and understand the above guidelines.

Date