

Lowrys School Community Center

Rental Agreement

The Town of Lowrys and _____ (renter) agree to the rental of the Lowrys School Community Center as follows:

Event Date: _____ Event Description: _____

Rental Fee: _____ Damage Deposit: _____

Amount Received: _____ Date Paid: _____

Balance Due: _____ Date Returned: _____

Renter's Address: _____ Phone # _____

The person(s) renting the building understands, agrees, and accepts the terms and conditions as outlined below:

- 1) The Renter and all persons associated with the renter agree to hold harmless the Town of Lowrys, its employees, officers, representatives, and directors from any and all liability, loss, or damage resulting in any way from the rental or use of the community center building and grounds.
- 2) The Town of Lowrys has the right to refuse a request for rental.
- 3) To reserve the building for a specific date, 1/2 of the rental fee is due when the contract is signed and returned. The rest of the rental fee and the entire damage deposit are due no less than **14** days prior to the scheduled event. If the event is canceled within 14 days of the event, the deposit is nonrefundable.
- 4) A damage deposit is required for every event. The damage deposit will be refunded in full provided that no damage has occurred, nothing has been put on the walls, the building is clean, all tables and chairs have been stored properly, and there has been no violation of the Rental Policy. Should damages exceed the damage deposit, the renter will be billed for the amount and agrees to pay the excess. The town has 6 weeks to refund the damage deposit.
- 5) The person who has rented the building is responsible for seeing that all rules, regulations, and ordinances of the Town of Lowrys (as well as those of Chester County and South Carolina) regarding fire and safety codes are kept by everyone attending the event.
- 6) The person who has rented the building is responsible for damages to the Lowrys School Community Center, including but not limited to, equipment and fixtures located within the building.
- 7) *If any alcohol will be served in the Lowrys School Community Center or on the grounds during a rental period, the renter must provide a Certificate of Insurance to cover the event. The amount of the insurance must be for \$500,000.00. The agreement must be in the possession of the Town of Lowrys 14 days prior to the event. This insurance releases the Town from any liability associated with an injury to persons or damage to property caused by the use of alcohol at the event.
- 8) The time of rental is from 7:00 AM until 12:00 midnight. The building should be cleaned, all trash removed, and the lights should be turned off.

9) Alcohol is not allowed at any non-profit or community sponsored events.

Following is a list of rules for the use of the Community Center. If ANY of these are broken, the damage deposit will not be returned. It is the renter's responsibility to ensure that these rules are followed by everyone involved with the event.

- **NOTHING** is to be put on the walls, doors, columns, door or window facings, etc. **DO NOT** use tape, command strips, sticky putty or anything! If any evidence is seen that this rule has been broken, your damage deposit **WILL NOT** be refunded, and you **WILL NOT** be allowed to rent the building again.
- **Take off all food and all trash. Leave the building as clean as you found it.**
- **Do not take tables and chairs out of the building.**
- **NO SMOKING** is allowed inside the building.
- **If alcohol is present at a private event, it is to remain inside the building.**
- **If the key to the building is lost, a fine of \$25.00 will be taken out of the damage deposit.**
- **Do not remove the piano from the stage.**
- **Do not remove the American flag from the flagpole.**
- **Do not attach any banners, flags, or signs to the exterior of the building or to the lamp posts.**
- **No vulgarity is allowed on the sign. Remove all letters from the sign and properly store the letters.**
- **Turn off 3 AC units. If it's winter, leave the heat on 45 degrees. Turn off all lights.**

I have read the above information and agree to the terms of this rental agreement.

(Please mark one choice or the other.)

- *My event will not have alcohol.*
- *My event will have alcohol and we understand the venue requirements.*

Renter Signature _____ **Date** _____

Town of Lowrys _____ **Date** _____

Cost of event:

Lowrys Residents (Must live in town limits)

\$200.00	Daily rental of building
\$250.00	Damage Deposit

Non-residents

\$300.00	Daily rental of building
\$350.00	Damage Deposit

**Please review contract regarding amount due/when and damage deposit.*

Please mail SIGNED contract, Certificate of Insurance if applicable, and check or money order **payable to the Town of Lowrys**. Thank you! Town of Lowrys, 2453 Old York Road, Chester, South Carolina 29706