

**CALHOUN COUNTY**  
**FACILITY RESERVATION AGREEMENT CONTRACT**

1. All reservations are on first-come/paid basis. If required, rental fees and a refundable deposit are due when the proper reservation documentation is signed by the user.
2. A reservation may be cancelled at least five (5) business days prior to reservation date, in which case, the refundable deposit and any rental fees paid will be refunded.
3. All facilities (*except ball fields*) are booked between the hours of 6am – 12am, Sunday-Saturday. There will be a non-refundable fee required per event for five (3) hours. Additional hours may require an additional fee.
4. The refundable deposit will be returned to user/rental only if facility is returned as found.
5. In the event of emergencies or inclement weather, the user/renter may be allowed to reschedule or receive a refund.
6. Other rental areas on the property are not allowed to be used unless they are also rented.
7. No weapons, or illegal drugs are allowed on Calhoun County Property or County leased property.
8. No smoking, profanity, or horseplay is allowed on Calhoun County property or County leased property.
9. **The use of alcoholic beverages at a facility must be approved by the County of Calhoun Recreation Department and County Council.**
10. No “pay at the door” functions are allowed except for athletic facilities.
11. All Calhoun County property and leased property is under the jurisdiction of the Calhoun County Sheriff’s Department and all general laws of the State of South Carolina apply.
12. A representative of the user/renter/party/group at least 21 years old must be present at all times during the rental period.
13. All children ages 12 years and younger must be accompanied by an adult at all times.
14. No food or drinks are allowed in the immediate playground area.
15. Birdseed, rice, and confetti cannot be thrown inside or outside the buildings.
16. Glassware or any sharp objects are not allowed on playgrounds, Putt-Putt area, Tennis/Basketball Courts, or Ball Fields.
17. Grilling and sun shelters are permitted from Dawn until Dusk.
18. All groups/teams using restrooms only must ensure the restrooms are cleaned prior to departure. Failure to do so will result in a \$25 cleaning fee imposed on group/team.
19. No pets are allowed on property without a current Rabies Vaccine. Pets must be leashed at all times. No pets are allowed inside buildings.

20. A food permit from the Department of Health and Environmental Control must be obtained if potentially hazardous food is being offered for sale.
21. No "for profit" sales are permitted on Calhoun County Property or County leased property except for athletic facilities.
22. If property/facility key is distributed to user/renter, the property/facility key must be returned the next business day following use.
23. All equipment/property of the user/renter must be removed by the end of the rental period. Failure to do so will result in the item(s) becoming property of Calhoun County.
24. Buildings must be left in a clean and undamaged condition to include:
  - a. All trash removed and disposed of properly
  - b. Chairs and tables cleaned and returned to proper place
  - c. Floors must be swept (mopped if needed). Equipment is available on site.
  - d. Restrooms must be cleaned.
  - e. All food and drinks must be removed from building.
  - f. All building walls must be returned in the manner wherein they were found.
25. All used/rented properties must be properly cleaned and ready for use by the next user/renter. Failure to do so will result in a loss of refundable deposit and possibly additional fees of no more than \$100 for the violation. User/Renters will be subject to pay for any damages to the facility.
26. All persons and/or groups may be banned from County properties for misuse, abuse, damage, violations, and or improper conduct.
27. All personal equipment/property must be removed from the building and building vacated by 12:00 a.m.
28. All equipment provided by Calhoun County must be returned in the condition in which it was issued or a replacement fee will be charged.
29. User/Renter or their delegate must participate in a pre/post-inspection walk through of the facility with a county's facility attendant and acknowledge agreement with the findings.

I agree to abide by all the rules/regulations set forth in this user agreement contract. I have also received a copy of the user agreement contract for my review and reference.

Name of Responsible Party: \_\_\_\_\_ Date: \_\_/\_\_/\_\_  
Please Print

\_\_\_\_\_  
Signature Date: \_\_/\_\_/\_\_