

## Holly Springs Center Rental Agreement

Contract Number: \_\_\_\_\_

Holly Springs Center (HSC) 120 Holly Springs School Rd., Pickens, SC, 29671

Rental agent \_\_\_\_\_

Contact info: (phone): \_\_\_\_\_ (email): \_\_\_\_\_

This agreement is between Holly Springs Center (HSC-lessor) and \_\_\_\_\_ (lessee, organization or individual renting) for the use of HSC spaces on the following date(s):

Date(s)/Time(s): \_\_\_\_\_

Number of expected attendees: \_\_\_\_\_, (HSC will determine the room assignment based on this number.)

*All payments should be made to Holly Springs Center before rental use.*

BASE FEES (during regular business hours): 25% off for non-profits; 40% off for 5 day+ or weekly rentals.

Non-profit (EIN # \_\_\_\_\_)

- Field Fee--\$15/hr
- Classroom fee--\$20/hr
- Conference Room--\$25/hr
- Gym fee--\$40/hr
- Kitchen fee--\$25/hr
- Cafeteria/stage fee--\$20/hr
- Cafeteria/stage/kitchen--\$40/hr

For bookings outside of regular business hours (8am – 6:30pm, Mon– Sat; 1pm-5pm Sun) please add an additional \$10/hour to cover an HSC staff member to be on-site.

SECURITY DEPOSIT--\$50—To be paid before facility is occupied.

In lieu of a cleaning fee, you may choose to clean the rented space yourself. The room should have furniture, equipment and supplies returned to their original positions. All trash should be picked up, furniture and counters cleaned, floors swept/vacuumed (mopped if necessary), and trash placed in dumpster. If renting the kitchen, all dishes should be cleaned and put back in place, dirty towels placed in laundry bag, appliances turned off. Opened food should be taken out of the building or thrown away.

A cleaning fee will be incurred at the discretion of HSC if space is not left as requested; said fee will be taken out of security deposit.

TOTAL DUE--\_\_\_\_\_

## **TERMS OF AGREEMENT**

### **Responsibility**

The lessee will be responsible for any damage to the building done by the lessee or the lessee's agents.

### **Indemnity**

The Lessee agrees to indemnify, save and hold harmless the Holly Springs Center, Board of Directors and the staff, the School District of Pickens County and all their officers, employees, and agents, individually and collectively, for any and all claims, demands, suits, causes of action, or judgments (including defense and other costs) any person had, now has, or may have in the future arising out of the Lessee's use and/or occupancy of the leased premises, including any and all incidences and occurrences which causes bodily injury, property damage, theft, or death. Holly Springs Center and School District of Pickens County assume no liability for personal injury, property damage, theft, or death suffered by reason of the use of such property pursuant to this agreement

### **Right to Rent**

The Holly Springs Center reserves the right to rent or not to rent to any individual or organization at its discretion.

### **Removal of Property**

Removal of all lessee's furniture, equipment, supplies, etc. used in conjunction with event/activity should be completed within 24 hours after the event date. Those items not removed within this time frame will be removed at the lessee's expense.

### **Cleaning**

In lieu of a cleaning fee, you may choose to clean the room/facility/playground yourself. The room should have furniture, equipment and supplies returned to their original positions. All trash should be picked up, furniture and counters cleaned, floors swept/vacuumed (mopped if necessary), and used trash bag(s) removed from the Center or placed in dumpster. If renting the kitchen, all dishes should be cleaned and put back in place, dirty towels placed in laundry bag, appliances turned off. Opened food should be taken out of the building or thrown away.

If the "facility" is not cleaned as requested, a cleaning fee will be deducted from the deposit. Following are the cleaning fees if a person/organization chooses to pay the fee or the fee is charged: Field/Classroom/Conference room--\$15; Kitchen and Cafeteria/stage--\$20; Cafeteria/stage/kitchen--\$35; Gym--\$40

\*Lessees are required to be at least 21 years of age, or accompanied by an adult at least the age of 21.

\*No smoking is allowed in the building or on the grounds of the school.

\*Promotions/sales/staff/volunteers are the responsibility of the Lessee.

We, the undersigned, have read and agree to abide by the rules governing facility use  
of the Holly Springs Center.

Lessee--\_\_\_\_\_

(Organization/ Individual)

Address\_\_\_\_\_

(phone): \_\_\_\_\_ (email): \_\_\_\_\_

Signature\_\_\_\_\_ Date\_\_\_\_\_

(Lessee)

Signature\_\_\_\_\_ Date\_\_\_\_\_

Lessor (Holly Springs Center)