



Holly Springs Center
120-B Holly Springs School Rd
Pickens, SC 29671
(864)-878-9335

HOLLY SPRINGS CENTER RENTAL AGREEMENT

Rental Agent Contact Information

Name of Rental Agent: _____

Phone: _____ Email: _____

Street Address: _____

City: _____ State: _____ Zip: _____

If lessee is a non-profit, please provide EIN #: _____

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

Date(s): _____ Time(s) including set-up/clean-up times: _____

Number of expected attendees: _____

(HSC will determine the room assignment based on this number.)

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.

Base Fees per hour

| | | |
|-----------------------|-------------------------|----------------------------------|
| Field: \$15 | Gym: \$40 | Cafeteria, Stage & kitchen: \$35 |
| Classroom: \$20 | Kitchen: \$25 | |
| Conference Room: \$25 | Cafeteria & Stage: \$25 | |

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

* Security Deposit: \$50 to be paid prior to occupation for all rentals

Please indicate which space(s) lessee intends to rent:

| SPACE | CHECK ALL THAT APPLY | NUMBER OF HOURS | TOTAL COST |
|----------------------------|-----------------------------|------------------------|-------------------|
| FIELD* | | | |
| CLASSROOM | | | |
| CONFERENCE ROOM | | | |
| GYM | | | |
| KITCHEN ONLY | | | |
| CAFETERIA & STAGE | | | |
| CAFETERIA, STAGE & KITCHEN | | | |
| SECURITY DEPOSIT | | | \$50 |

* = To ensure the safety and cleanliness of our playground; when renting the field, renters are required to provide their own trash bags, and empty them into the large trashcan on the premises before leaving the property.

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 will be \$15; Kitchen and Cafeteria/stage is \$20; Cafeteria/stage/kitchen is \$35; and the Gym is \$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, Print Name)

Signature _____ Date _____

(Lessee)

Lessor _____

(HSC Staff, Print Name)

Signature _____ Date _____

Lessor (Holly Springs Center)