



Fort Mill
SOUTH CAROLINA
PARKS & RECREATION

PARKS AND FACILITY RESERVATION AGREEMENT



Town of Fort Mill
Parks & Recreation

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Town of Fort Mill Parks & Recreation

The Town of Fort Mill Parks and Recreation Department strives to enhance the quality of life for the citizens of our community by providing safe and well maintained parks as well as programs that are effective, progressive and promote a positive partnership with those we serve.



Parks and Facility Reservation Agreement

This agreement between the Town of Fort Mill and _____
(Responsible Party or Organization Name)
enables the (Responsible Party/Organization) to reserve space at the _____
on dates and times specified below for the purpose of: _____
List specific type of event such as family cookout, 16th birthday, baby shower, etc.

Responsible Party Contact Information (must be 21 years of age or older):

Name: _____	Street Address: _____
	City, State: _____
	Zip Code: _____
Email Address: _____	
Home Phone: _____	
Work Phone: _____	
Cell Phone: _____	

The following fees have been received by the Parks and Recreation Department:

Rental Fee	\$ _____	Park Shelters & Gazebos
		<i>\$20.00 for the first 2 hours + \$10 for each additional hour</i>
Rental Fee	\$ _____	Fort Mill Community Center (formerly known as the Banks St. Gym)
		<i>\$50.00 per hour</i>
Rental Fee	\$ _____	Ball Fields
		<i>\$250.00 per day or \$50.00 per hour</i>
Security	\$ _____	(_____ # hours x \$ _____ per hour)
(if applicable)		(_____ # officers x \$ _____ per hour x _____ # hours)
Total Due:	\$ _____	
Amount Paid	\$ _____	Date Paid _____ Receipt # _____

The Town of Fort Mill reserves the right to cancel the reservation by written notice 15 days prior to the event.

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Conditions of the Parks and Facility Reservation Agreement

1. **Cancellations and Rainouts:** Park rentals are non-refundable. Rainout events can be rescheduled but must be reported within 2 days of rainout. Contact Town of Fort Mill Parks & Recreation at (803)547-2273 to reschedule.
2. To guarantee confirmation of rental, all fees must be paid in full at the signing of the agreement.
3. All youth must be adequately and properly chaperoned by responsible adults (age 21 and over) at the rate of one chaperone per ten (10) youth. (List names, addresses and phone numbers of chaperones). For large gatherings of 100 or more, we may require at least two uniformed Town of Fort Mill police officers at \$32/hour each officer (number of officers required will be determined by Parks & Recreation Staff). Parks & Recreation Staff will make necessary arrangements with the officers. Fees are required at the signing of the agreement.
4. **NO ALCOHOLIC BEVERAGES OF ANY KIND ARE ALLOWED AT ANY TOWN OF FORT MILL PARKS AND/OR FACILITIES UNLESS APPROVED BY TOWN COUNCIL WITH A SPECIAL PERMIT.**
5. Attendants are required for Gym rentals. They will be designated by Parks & Recreation Staff and may **NOT** be a member of the renting party.
6. Lessee agrees to save, defend, and hold harmless the Town of Fort Mill, S.C., and its agents/employees from any and all claims for damages for injury (including death) and property damages arising from Lessee's use of occupancy of any Town of Fort Mill, S.C. property or any activity conducted by Lessee on that property.
7. If any damages occur during rental, the person signing reservation agreement (Lessee) will be responsible for paying for those damages. **Facilities are to be left clean upon completion of the rental. This includes: wiping counters and appliances, restrooms, removing decorations and trash.**
8. No food, drink or vendor sales are allowed in Parks unless approved by Parks & Recreation Staff. Other vendor sales are subject to Parks & Recreation Concessions policy.
9. Music is allowed for rentals. However, renter is asked to maintain a moderate volume during the rental that follows the Town's Noise Ordinance and out of consideration of the residents of the neighborhood nearest the Facility.

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Conditions of the Parks and Facility Reservation Agreement (Continued)

10. Violation of any of the agreement's terms will result in the suspension of privileges to use any Town of Fort Mill facility, as well as loss of fees in some cases.
11. No **Bounce Houses** allowed at any of our parks and ball fields as well as at our Fort Mill Community Center (formerly known as Banks St. Gym)
12. The Town of Fort Mill reserves the right to cancel the reservation by written notice 15 days prior to the event and in the event of unforeseen occurrences that either prohibit the use of the facility or require priority of use for Town of Fort Mill affairs. Fees are subject to change at any time.