



## LEASE / LICENSE

Lessee(s): \_\_\_\_\_ Position: \_\_\_\_\_

Daytime phone: \_\_\_\_\_ Evening phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Alternate Contact Person (Optional): \_\_\_\_\_ Daytime phone: \_\_\_\_\_

Lessee Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Date of Function: \_\_\_\_\_ Time of function (*includes clean up time*): \_\_\_\_\_ (*Initial*) -----

Description of function: \_\_\_\_\_ Set-up time: \_\_\_\_\_ Number of Guests Invited: \_\_\_\_\_

**SPACE REQUESTED:**

Space	Set-up* (circle one for each room used)			# of chairs	# of tables	Staff Fee	Security Fee*	Set-Up Fee	Facility Usage Fee	Total	Rental Deposit	Balance
	Classroom	Theater	Banquet									
Classroom A	Classroom	Theater	Banquet					--				
Classroom C	Classroom	Theater	Banquet					--				
Banquet Hall	Classroom	Theater	Banquet									
Dining Area	Classroom	Theater	Banquet									
Banquet & Dining	Classroom	Theater	Banquet									
Corporate Room	Classroom	Theater	Banquet					--				
Board Room	Classroom	Theater	Banquet					--				
*4 hour minimum								--				
<b>TOTAL</b>												

- **NH**= Normal Hours: Mon.-Thu. 8:00 a.m. – 8:00 p.m. (Fri. 7:00 p.m.) and **AH**= After Hours: Mon.-Thu. before 8:00 a.m. and after 8:00 p.m. (Fri. 7:00 p.m.) and Saturdays

Lessee agrees to save, defend, and hold harmless the Richland County Recreation Commission and its agents/employees from any and all claims for damages, including any governmental fees, fines or penalties (including legal fees and costs incurred) arising from Lessee's use or occupancy of any Richland County Recreation Commission property for any activities conducted by Lessee on that property.

\_\_\_\_\_  
Lessee Signature

\_\_\_\_\_  
Administrative Coordinator

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

\_\_\_\_\_  
Executive Director or Designee

Date: \_\_\_\_\_

**OFFICE USE ONLY:**

Deposit: Check \_\_\_\_\_ Cash \_\_\_\_\_ Credit Card \_\_\_\_\_ Amount: \_\_\_\_\_ Date: \_\_\_\_\_ Receipt # \_\_\_\_\_ Bal. \_\_\_\_\_

Balance Due: Check \_\_\_\_\_ Cash \_\_\_\_\_ Credit Card \_\_\_\_\_ Amount: \_\_\_\_\_ Date: \_\_\_\_\_ Receipt # \_\_\_\_\_ Bal. \_\_\_\_\_

Balance Due: Check \_\_\_\_\_ Cash \_\_\_\_\_ Credit Card \_\_\_\_\_ Amount: \_\_\_\_\_ Date: \_\_\_\_\_ Receipt # \_\_\_\_\_ Bal. \_\_\_\_\_

**Richland County Recreation Commission Adult Activity Center  
Procedures Governing Facility Usage**

1. An approved agreement is required for the use of space in the Adult Activity Center. Facility usage will be limited to programs and activities for adults **ages 21 and older**. The Administrative Coordinator or designee is responsible for taking applications for use of the Center and for formulating an agreement of use of requested space. **\*\* All residents outside Richland County will pay full price plus 20%.**
2. Organized neighborhood homeowner's associations may use the Adult Activity Center space during normal operating hours, on a space-available basis at no cost, provided no set up is required.
3. Organized Homeowner's Associations and Neighborhood Associations may use the Adult Activity Center space during/after normal operating hours, on a space-available basis for the cost of required expenses. Such use will require a minimum of two hours. Those expenses will include:
  - \$20 per hour security fee if the event serves alcohol or exceeds 100 in attendance
  - \$20 after hours fee
4. Governmental agencies, eligible non-profit and for-profit organizations, groups, and individuals may use Adult Activity Center space, on a space-available basis, for the cost stipulated in the Center's approved fee schedule.
5. The Administrative Coordinator or designee determines space availability and times of usage.
6. Events held during non-operational hours will require a Richland County Recreation Commission staff person to be on-site for the duration of the event. A charge of \$20 per hour will be assessed at all events held during non-operational hours. Keys to the Center are not available to the Lessee.
7. Security Staff Requirement: Security staff will be required for all events serving alcoholic beverages and for groups of 100 or more. A charge of **\$20 per hour** for security, with a **4 hour minimum** will be assessed for these events.
8. Smoking is prohibited throughout the building.
9. **Hold Harmless Clause:** Lessee agrees to save, defend, and hold harmless the Richland County Recreation Commission and its agents/employees from any and all claims for damages, including any governmental fees, fines or penalties (including legal fees and costs incurred) arising from Lessee's use or occupancy of any Richland County Recreation Commission property for any activities conducted by Lessee on that property.
10. If Adult Activity Center property loss is incurred as a result of the use of the facility by the Lessee, the amount of damage shall be determined by the Facility Manager or designee, in consultation with the Division Head of Property Management, and approved by the Richland County Recreation Commission Executive Director. The Lessee shall be billed an amount which shall cover the damage. The Richland County Recreation Commission advises the Lessee using the Adult Activity Center space that it should (in its own interest) secure appropriate insurance coverage for the period of time the Adult Activity Center is being used. (INITIAL:\_\_\_)
11. Clean up is the responsibility of the Lessee. Clean up procedures required include:
  - All trash (food, cups, plates, paper, tablecloths, bottles, decorations, etc.) must be bagged and placed in the trash receptacles provided by the AAC staff, located in the Dining Hall.
  - Kitchen appliances and counters must be cleaned.
  - Bathrooms must be left in a presentable manner.
  - **Adult Activity Center** grounds must be cleared of litter. (INITIAL:\_\_\_)

**Procedures Governing Facility Usage continued**

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12. Tablecloths and table skirts will not be provided.
13. Only table decorations may be used. Decorations may not be attached to any part of the building. (INITIAL:\_\_\_\_)
14. The use of any open flames is **prohibited** inside the Center.
15. Lobby furniture shall not be rearranged or removed. Chairs in the facility are not to be arranged against the wall.
16. Cakes **must remain** in the **Dining Area** (unless pre-approved). (INITIAL:\_\_\_\_)
17. **Deposit Policy:** A deposit of 50% of the total rental fee must be paid upon making a reservation. The balance must be paid **2 weeks/14 days prior** to the event. (INITIAL:\_\_\_\_)
18. **Cancellation/Refund Policy: 10% of the total rental fee will be charged for all** cancellations made at least (30) days to the scheduled rental date. 50% of the total rental fee will be charged for all cancellations made (29) days or less to the scheduled rental date. (INITIAL:\_\_\_\_)
19. Rental fee includes only the tables and chairs on-site.
20. No admission charge or selling of goods and/or services is allowed without prior approval from the Richland County Recreation Commission. (INITIAL:\_\_\_\_)
21. Children attending with adults must be supervised and accompanied by an adult at all times while on the premises.
22. Renting party **must** identify a designated person who will be responsible for a pre-event and post-event on-site inspection of the premises. (PRINT NAME:\_\_\_\_\_)
  - a. The designated person(s) will be notified by **Adult Activity Center staff** of the time **one (1) hour prior to the end of the event**. It is the responsibility of the Lessee to complete the function by the time (**including clean up time**) specified on the contract. However, if the time should **EXCEED** the **regularly scheduled** function time by **15 minutes or more** the Lessee must pay for an **additional hour**. (INITIAL:\_\_\_\_)
23. All events must be complete and the **Adult Activity Center** closed no later than **1:00 a.m.**
24. **Set-up Fee:** (This is time designated for the Lessee to decorate). If you wish to include additional time for set-up in your contract, the set-up fee will be applied to the sum of your total rental fee. Set-up is \$30.00 per hour and all times **MUST** be approved. Anything outside of this time must be approved by the Manager. (INITIAL:\_\_\_\_)
25. The AAC must be contacted at least **two weeks** prior to the function, of **ANY** changes in the contract and must be approved by the Executive Director or Designee.

**\*\* Kitchen is not a commercial kitchen. Food must be prepared prior to arrival. Facilities are available for heating and keeping foods cold. Equipment includes double stove tops, double ovens, refrigerator, microwave and ice machine. No utensils or other equipment will be provided.**

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By signing in the spaces below you, the Lessee, establish that you fully understand and agree to comply with all the terms stated within the Procedures Governing Facility Usage.

\_\_\_\_\_  
**Lessee Signature**

\_\_\_\_\_  
**Date**

**Richland County Recreation Commission Adult Activity Center**  
 7494 Parklane Road, Columbia, SC 29223, 803-462-9995; Fax 803-462-9984

**Facility Usage – Fees**

Room	Size	Maximum Occupancy			Fees (per hour)		Rental Deposit Required	Set-Up Fee
		Classroom Style	Theater Style	Banquet Style	Normal Hours	After Hours		
Classroom A	360 SF	20	30	--	\$30	\$50	50%	--
Classroom C	504 SF	30	40	--	\$40	\$60	50%	--
Banquet Hall	2262SF	--	210	200	\$120	\$140	50%	\$30/hr.
Dining Area	1,131 SF	--	70	64	\$100	\$120	50%	\$30/hr.
Banquet & Dining	3393 SF	--	250	240	\$140	\$160	50%	\$30/hr.
Corporate Room	455 SF	14	--	--	\$45	\$65	50%	--
Board Room	1,806 SF	60	110	--	\$100	\$120	50%	--

**\*\* Maximum occupancy may vary based on requested set-up.**

**FEES & PRICING: FACILITY RENTALS**

**PAYMENT CRITERIA – EFFECTIVE JULY 1, 2010**

- Rentals (residents outside Richland County) will pay full price plus 20%.
- Rentals (outside operating hours) will be assessed an additional \$20/hour fee.

**CANCELLATIONS/REFUNDS – EFFECTIVE JULY 1, 2010**

- 10% of the total rental fee will be charged for all cancellations made at least (30) days prior to the scheduled rental date.
- 50% of the total rental fee will be charged for all cancellations made (29) days or less to the scheduled rental date.

**DEPOSIT - EFFECTIVE JULY 1, 2010**

- A deposit of 50% (total rental fee) will be paid upon making a reservation.