

SENECA RECREATION DEPARTMENT APPLICATION FOR FACILITY USE
698 W. South Fourth St. / 621 N. Townville St.
SENECA, SC 29678
Phone: (864) 885-2709
Fax: (864) 885-2758

Application for Reservation of Recreational Facility shall be made in advance by contacting the Seneca Recreation Department.

- A. Reservations will be made only at a time that will not conflict with Departmental schedules or activities. The City Facilities will be used by City, City sponsored, or other recreational activities on a first priority level, all other openings are available for public rentals.
- B. In recreational activities where a party other than the City of Seneca is hosting the said activity, proof of liability insurance of the amount of one million dollars (\$1,000,000) **will be required**. Said proof of policy shall further show coverage for liability during the event on City of Seneca property.
- C. Insurance will not be required for anyone renting the facilities for meeting purposes or small parties with no recreational activity nor any use of other recreational facilities allowed.
- D. If anyone rents Meeting room A (With kitchen), they shall agree that foods may only be warmed on range, not cooked and that children are not allowed to touch or be close enough to either oven or range.
- E. Cancellation must occur (48) hours before the event or deposit given shall be forfeited.
- F. In all activities reserving an event, **deposit will be required**. This is over and above any other fees that may be charged for the use of the facilities. After the event is held, deposit shall only be returned after inspection by the City to determine that there is no damage to City property by 1:00 pm of the following workday afternoon. This includes removal of trash and debris. In case a group is forced to exit earlier than scheduled for any reason then that group will be forced to forfeit the deposit. If a key is issued it **must** be returned on the next business day.
- G. **In any event, there is to be NO ALCOHOL on City property (Shaver Complex or Gignilliat) unless approved by City Council prior to event.**
- H. **No event shall go past midnight.**
- I. **MANDATORY: There MUST be 1 adult (adult constitutes person 21 years and older) per 15 children/teenagers!**
- J. **Set up and clean up time will be included in the rental hours. No one is allowed to come before the scheduled event to set up, or stay after the scheduled event to break down!!**

CONTRACT AGREEMENT

I, the undersigned applicant as representative of group or body making reservation, for and in consideration of the benefit to be derived by participation in the activity at a City Recreational Facility, do hereby release and forever discharge Seneca Recreation Department, its agents, servants, representatives, staff, from and against any and all liability and responsibility for any injury, illness or sickness which may result from participation in sponsored event; and to hereby further agree to indemnify and hold harmless Seneca Recreation Department, its agents, servants, and employees from any and all liability in such regard.

**** THE SHAVER COMPLEX AND THE GIGNILLIAT COMMUNITY ARE APPROVED EVACUATION SITES FOR THE AMERICAN RED CROSS. IN THE EVENT OF A DISASTER WHERE EVACUATION ARE REQUIRED THE CITY OF SENECA HAS THE RIGHT TO ASK ANY PARTY TO EXIT THE BUILDINGS IMMEDIATELY TO ACCOMMODATE THE EVACUATIONS. BY SIGNING BELOW YOU ARE FULLY AWARE THAT THIS IS POSSIBILITY AND THAT IF ASK YOU WILL BE REQUIRED TO LEAVE.**

SIGNED: _____ DATE: _____

DEPOSIT PAID: _____ FEES PAID: _____ FEES OWED: _____
 (Room/Key)
 ROOM RENTED: _____ DATE NEEDED: _____ TIME: _____

RENTER: _____ CONTACT PERSON: _____

ADDRESS: _____ HOME PHONE: _____

CITY: _____ ZIP: _____ WORK PHONE: _____

DESCRIPTION OF ACTIVITY: _____

DAY/DATE REQUESTED: _____ TIME: _____

NUMBER OF PEOPLE ATTENDING EVENT: _____

OTHER RENTALS: Stage Projector Table Cloths Vinyl Floor Cover

AREA OF STAGE NEEDED TO BE SET UP: _____

Thank you for choosing the Seneca Shaver Complex for your activities. The following is a small list of regulations that will need to be followed upon leasing a room at the Shaver Complex.

1. Our staff will not be responsible for setting up or breaking down tables or chairs. We will provide the tables and chairs, but the renter must arrange them as desired. The time allotted by the renter as agreed at the time of reservation **WILL INCLUDE** the set up and clean up times for the event.
2. If you need more than 5 tables or 75 chairs for the room, please let us know in advance to see if more are available. If all are being used, you will be responsible for providing the extras.
3. If you need any props, such as TV, VCR, etc., please let us know at least a day in advance to make sure we can accommodate your needs.
4. ******Upon finishing your activity, you as tenants to the Shaver Recreational Complex are responsible for racking all of your chairs on the chair rack in your room, folding all tables and placing them against the wall, and placing trash in the green dumpster at the back of the parking lot. If any of these items are not completed, your deposit will not be returned to you.**

I hope your activity will be successful, and if we can be of any service to you in the future please contact us. Thank you so much for your cooperation.

Rick Lacey
Director of Recreation
Seneca Recreation Department

I/we have read the above application for facility use and agree by the rules and regulations as set forth in it. I/we understand that I/we are responsible for the conduct of participants at our event, the care and welfare of City facilities being used and the replacement/repair of equipment, structure, etc., that may be damaged, lost or stolen while under me/our usage.

Signature: _____

Print Name: _____

Organization: _____

SENECA RECREATION DEPARTMENT RENTAL FEES FOR ACTIVITIES

Gignilliat Community Center

Room	In City Limits	Out of City Limits	Refundable Deposit
North Room	\$240.00 ½ day \$400.00/day	\$400.00 ½ day \$800.00/day	\$250
South Room	\$320.00 ½ day \$550.00/day	\$550.00 ½ day \$1100.00/day	\$250
Entire Building	\$720.00 ½ day \$1,400.00/day	\$1,400.00 ½ day \$2800.00/day	\$500

Stage Rental 6 parts or less - \$100 7+ \$300.00
 Projector Rental \$50
 Table Cloth \$7/cloth
 Vinyl Floor Cover Rental \$100

Room deposit will not be returned if room is kept unclean or trash is not taken out. Deposit will also be kept if property is damaged or broken. Tables and chairs MUST be broken down and placed against the wall.

Shaver Complex

Room	In City Limits	Out of City Limits	Refundable Deposit
Meeting Room A With Kitchen	\$60/hour \$400/day	\$120/hour \$800/hour	\$250
Shaver Building	\$180/hour \$1400/day	\$360/hour \$2800/day	\$500
Horse B Kirby Swimming Pool	\$200 (2 hour party) 50 people or less		\$150

Ball Fields

Field	In City Limits	Out of City Limits	Times
Fields 1 or 2	\$12/hour	\$24/hour	
Field 3	\$20/hour	\$40/hour	
Field 4	\$20/hour	\$40/hour	
Field 5, 6, or 7	\$10/hour	\$20/hour	
1 Day Tournament	\$150	\$300	1:00 – 5:00 on Sundays
2 Day Tournament	\$200	\$400	1:00 – 5:00 on Sundays

NOTE: All keys must be picked up and signed out 12 hours before use of facility and returned the following workday. If keys are not returned, your deposit will be forfeited.

RENTER'S INFORMATION

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ROOM RENTED: _____ **DATE OF ACTIVITY:** _____ **TIME OF ACTIVITY:** _____

OTHER RENTALS:	Stage	Projector	Table Cloths	Vinyl Floor Cover
	(\$100 6-, 300.00 for 7+)	(\$50)	(\$7/cloth)	(\$100)

DEPOSIT PAID: _____ **FEES PAID:** _____ **FEES OWED:** _____

DATE KEY PICKED UP: _____

RECREATION WORKER ON DUTY THAT WEEKEND: _____

WORKER'S CONTACT PHONE NUMBER: _____