

## Cayce Tennis and Fitness Center at Otarre Pointe Building Usage Contract

Name of Contact Person \_\_\_\_\_  
 Description of Event \_\_\_\_\_  
 Address \_\_\_\_\_  
 Phone Number \_\_\_\_\_ Cell Phone \_\_\_\_\_  
 Date & Time of Event (to include set up and clean up) \_\_\_\_\_  
 Number of Guests \_\_\_\_\_

Check Room(s) Needed:	Monday – Thursday Operational	Friday - Sunday Operational
___ Conference Room (1,200 sq ft)	\$300.00	\$500.00

- \_\_\_ No tape on walls/floors/doors, no glitter or confetti
- \_\_\_ Non-Operational Rentals require extra staff at \$15.00 per hour.
- \_\_\_ A cash deposit of \$100 must be submitted. Balance due day of the event.
- \_\_\_ Clean up is the responsibility of the renter. Inquire about cleaning options.
- \_\_\_ Linen rental available upon request. (\$75 laundry charge)

Check Equipment Needed:  
 \_\_\_ # of Table(s) Needed (6ft. x 3 ft.)  
 \_\_\_ # of Round Tables Needed (60 inch diameter)  
 \_\_\_ # of Chairs  
 \_\_\_ # of Educational Tables (6ft. x 2ft.)

Check Additional Needs:  
 Podium \_\_\_\_\_ Microphone \_\_\_\_\_ T.V. \_\_\_\_\_ Projector/Screen \_\_\_\_\_

Please sketch a diagram on the back showing how you would like the room set up.

I, \_\_\_\_\_ (please print) have read, understood, and agree to abide by the building usage contract.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Staff Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Total Amount Due \_\_\_\_\_ Deposit \_\_\_\_\_ Balance \_\_\_\_\_  
 Additional Staff Fee \$15hr x \_\_\_\_\_ hrs = \$ \_\_\_\_\_ (Payable to Center Staff in cash)

## **Building Usage Contract Rules**

(in accordance with Lexington County Recreation and Aging Commission)

1. Room availability and time are determined by the Facility Coordinator.
2. Rooms may be reserved no longer than 3 months in advance.
3. All rentals require a cash deposit of \$100.00
4. Additional Staff is required at \$15/hour for non-operational hours
5. Cancellations must be submitted in writing at least 10 days before scheduled event or you will lose your deposit.
6. Smoking in Lexington County Recreation and Aging Commission (LCRAC) buildings is prohibited.
7. Alcohol is forbidden unless written request had been submitted and approved at least 30 days prior to the LCRAC Executive Director, Ask for alcohol agreement.
8. Cleaning supplies will be provided by the Tennis & Fitness Center; however, it is the responsibility of the person renting the building to provide personnel to clean the rented areas (unless contracting with center staff).
9. It is the policy of the Lexington County Recreation and Aging Commission that our facilities are not to be used for personal gain. Your application will be evaluated in part with regards to this policy.
10. Building usage requests for holidays in which the Tennis & Fitness Center is closed will be denied.
11. Lexington County Recreation and Aging Commission is not responsible for extra equipment brought in for your event. If you rent equipment, it is your responsibility to transport it to and from the Tennis & Fitness Center.
12. Please make all checks payable to Cayce Tennis and Fitness Center.
13. Lexington County Recreation and Aging Commission reserves the right to refuse any and all applicants.
14. The Lexington County Recreation and Aging Commission reserves the right to change these policies at any time they deem necessary.