

Pageland Parks and Recreation Facility Application

- The Town of Pageland will have first priority of all facilities.
- The Town of Pageland reserves the right to cancel any event due to circumstances beyond its control.

The Community Center can be rented for five hour increments (this includes set up and clean up time) additional time may be purchased. Hours of operation are 8:00 am to 11:00 pm. Phone number (843)672-6858

Addendum: Time MAY be available during regular business hours (9:00 am – 5:00 pm) at the Director's discretion for Decorating/ Rehearsals. Time needed outside of regular business hours will be at a charge of \$40.00 per hour.

	Deposit	Non-profit	Profit	Gov't Entity
Community Center (5 hours) \$40.00 per additional hour	\$100.00	\$500.00	\$650.00	\$100.00
Old Council Chambers (2 hour min.)	\$25.00	\$15.00/hour	\$20.00/hour	
Scout Hut (4 hours) \$10.00 per additional hour	\$50.00	\$75.00	\$100.00	\$50.00

Rules

After the rental event, the Renter is required to clean the gymnasium area kitchen. All tables and chairs must be stored in Closet, floors must be swept and mopped, all litter picked up, and trash removed from the premises. Malicious damage or removal of Town property will not be tolerated and violators will be prosecuted. The inspection of the facility will be conducted by an employee on duty. The renter's failure to abide with the rules and regulation will immediately forfeit the deposit with the Department and future rentals will not be allowed. Further, the Town reserves the right to recover monetary damages from the renter in the event there is damage which exceeds the deposit. No illegal drugs are allowed on the premises. Alcoholic beverages are permitted with proper Licenses, Insurance, and Approval. Open Container laws apply and violators will be arrested. *Bounce Houses, Water Slides, and Splash Pads are not allowed on Town Property.*

Security

For some functions the Recreation Department requires that an off duty police officer or person acceptable to the department be retained by the renter. The security personnel needs to fully understand their responsibility includes inside, outside, and the adjoining parking area. Contact the Pageland Police Department at (843) 672-6437.

Pageland Park Facilities

- All facilities must be reserved for usage.
- All usage shall require payment.
- The fee must be paid before a facility can be reserved.
- No alcoholic beverages are allowed.
- No motor vehicles are allowed except in designated parking areas. (Town vehicles and maintenance equipment are excluded from this provision).
- No four-wheelers, go carts, dirt bikes, or motorized scooters are allowed on the park site.
- All fees must be paid in advance.
- All activities will take place between 7:00 AM and 10:00 PM. Any exceptions must be approved by the recreation director.
- Lights must be turned off at the end of the activity if used.
- The sponsoring individual or group will be responsible for any damage to facilities.
- Certain activities may require security personnel.
- When this necessity is determined, the security personnel must be approved by the Police Chief.
- Use designated parking areas only for parking.
- Be respectful of our facilities and patrons.
- Follow all instructions of Town personnel.
- Facilities must be left clean and in the same condition as when the facilities were entered.
- Excess trash must be taken to the park dumpster.
- At no time will facilities be rented to an individual or group when the rental will disrupt any scheduled activities previously established by the Pageland Recreation Department.
- All activities must be conducted in a safe and orderly manner.
- ANY AND ALL FIREWORKS ARE STRICTLY PROHIBITED.**

The following usages will be negotiated with the recreation department:

- Long term usage.
- Use of entire Park.
- Use by industry, co-ops and schools.

All applications and activities are subject to the approval of the recreation director or in his absence the Town Administrator.

Deposit

The facilities are not reserved until the deposit is paid. Failure to notify the department in writing of cancellation of your event thirty (30) days prior to your event will result in loss of your deposit. The entire amount must be paid two weeks prior to the event.

Long-term usage

Long-term usage or extensive hours will be negotiated with the Parks and Recreation Director.

Basketball Nights The basketball area may be rented if available in two (2) hour increments at the rate of \$40.00 per two (2) hours for basketball only. This rental is only when the Director is available and no Town activities are scheduled.

Application for use of Recreation Facility

Applications **must** be made at least two weeks prior to the proposed engagement

Please list in detail pertinent information relative to the use of the requested facility before completing this application.

Name of Organization	
Name of person Applying	
Address	
Phone #	
Facility Requested	Time to be used
Date to be used	Non-profit Profit
Type of program to be held	
Is the event being catered? yes no	
If so, By Whom: Name Phone #	
Address	

Business License's must be purchased prior to event.

I certify to personally assume the responsibility for payment of all charges and the observance of all regulations governing the use of the Recreation Facilities. **I understand that Alcoholic beverages are permitted with proper Licenses, Insurance, and Approval.**

Signature	Date
Fee Paid (Amount)	(Date)
Deposit (Amount)	(Date)