

Sweetwater Community Center

Rental Packet



The Sweetwater Community Center was built sometime between 1890 and 1915. At that time, it was used as a one room schoolhouse that allowed Sunday School classes, community dinners and other fellowship functions. It had been abandoned for years and was donated to Edgefield County in October of 2012. Edgefield County Council chose to restore the Sweetwater Community Center to allow citizens to rent for their own functions such as birthday parties, small weddings, community awareness events or fellowship in general. The Edgefield County Government will also be utilizing this building for special meetings, conferences, and gatherings.

Sweetwater Community Center Application Form

Return the completed application to **Aretha Eubanks, 124 Courthouse Square, Edgefield, SC 29824, or email aeubanks@edgefieldcounty.sc.gov**

No more than 50 persons are allowed in the Sweetwater Community Center at one time.

Name of Responsible Person: (Print) _____
 Full Name of Organization: _____
 Address: _____
 Telephone Number: _____
 Email Address: _____
 Type of Event: _____
 Date(s) of Event: _____

Time of Event:	From	To		Please include set up and clean up time.
			Package A: Four (4) hours:	\$175.00
			Package B: Eight (8) hours:	\$300.00
			Package C: Twelve (12) hours:	\$450.00
Package Letter:			Package D: Two (2) days:	\$600.00

There are 12 round tables (5 feet), 2 rectangle tables (8 feet), and 96 chairs (8 at each round table) in the SWCC.

Will there be alcohol on the premises? Please initial accordingly Yes No

I will need a deputy present from _____ (am/pm) until _____ (am/pm)

SECURITY IS MANDATORY IF ANY ALCOHOL IS PRESENT

Are you sponsoring a Fundraiser? Please initial accordingly Yes No

Who/What organization is the fundraiser for? _____

I, the undersigned, being eighteen years of age or older, have read and understand the Sweetwater Community Center Policies. The organization I represent, and I will comply with and agree to the Sweetwater Community Center Policies. The organization I represent, and I both agree to be responsible to the Edgefield County Government for the use and care of the Sweetwater Community Center and its furnishings. The organization I represent, and I agree that we will pay for any damage to Edgefield County property and equipment in connection with the event and use of facilities.

If a check is returned there will be a \$25.00 returned check fee.

Make checks payable to Edgefield County Government

Signature/Date: _____

For Office Use Only Below This Point:

Approved By Signature/Date:	_____
Package Cost:	\$ _____ Employee Discount <input type="checkbox"/> Yes <input type="checkbox"/> No
Cleaning Fee:	\$50.00
Deputy Pay:	+ \$ _____ Minimum of 4 hours to be paid to reserve at \$50.00 an hour.
Deposit:	+ \$175.00
Grand Total:	= \$ _____ Half of this amount must be submitted to reserve date(s)
Total Amount Due No Later Than Two Weeks Prior To The Event:	_____

Collected By: _____	In the Form of: _____	Remaining Balance: _____
Collected By: _____	In the Form of: _____	Remaining Balance: _____
Collected By: _____	In the Form of: _____	Remaining Balance: _____

SWEETWATER COMMUNITY CENTER POLICIES

296 Sweetwater Road
North Augusta, SC 29860

Policy Purpose Statement:

Edgefield County facilities are primarily used for official Edgefield County purposes and such purposes shall take precedence for facility use. The Sweetwater Community Center will be available to rent for public purposes according to the rules and regulations contained herein.

General Regulations:

1. Edgefield County has the right to refuse the use of facilities to any group if the proposed event conflicts with the official use of the building, is incompatible with the facilities' intended purpose, conflicts with established policies, regulations, or laws, or conflicts with any confirmed reservation.
2. Admission fees, collections, or donations may not be collected by users of County owned property except those non-profit corporations and tax-exempt entities authorized to do business in South Carolina, civic organizations, and persons who have been severely injured or are seriously ill may conduct fundraisers with the prior approval of the Edgefield County Clerk to Council or Administrator.
3. Property is to be left in the condition and arrangement in which it is found, or future use will be denied. (This includes setting the thermostat back to its original setting.)
4. **No glue, tape, tacks, screws, or any items that will damage the facility are to be used on any part of the Community Center facility.**
5. **No sparklers/fireworks, rice, confetti, or glitter may be used on the property or in the facility.**
6. The scheduling of facilities must be conducted according to this policy. The Edgefield County Clerk to Council shall be the coordinator and arbiter of issues related to the use of public facilities.
7. Groups shall comply with all applicable laws of the United States and the State of South Carolina and with all Edgefield County ordinances, rules, policies, and regulations. All persons in and on the property shall comply with official signs of a prohibitory or directory nature, and with the directions of Edgefield County authorized individuals. Edgefield County has the right to have persons violating any provisions removed from the premises and to prosecute any and all violators to the fullest extent of the law.
8. Use of publicly owned property does not imply endorsement by Edgefield County Government staff, officials, or by Edgefield County Council members.
9. Edgefield County retains the right to amend the requirements and regulations for the use of these facilities at any time.
10. Groups are not allowed to assign their reserved time at a facility to another party unless given written permission by Edgefield County Clerk to Council or Administrator.
11. **NO CONCEALABLE WEAPONS ARE ALLOWED.** (Section 16-23-420, SC State Law)
12. Vehicles are not allowed on lawns, planted areas, sidewalks, or walkways of Edgefield County property.
13. Pets are not allowed inside Edgefield County facilities except for Disability Assistance dogs.

14. No recreational equipment is allowed on the premises. (No blow-up/bounce houses. No Waterslides.)
15. Proper attire of shirts and shoes is required during the use of all Edgefield County facilities.
16. All trash and decorations must be removed from the building immediately following the event.
17. **The lessee must be out of the building within the reserved time frame.** The rental times should include all setup and clean-up for the event.
18. Smoking is **prohibited** in all Edgefield County facilities.
19. If an emergency happens, immediately call 911, contact appropriate emergency services, and evacuate the building if appropriate.
20. The person signing the application for use and the organization by which the Edgefield County facilities will be used must indemnify and hold harmless Edgefield County and its employees and officials for and from any liabilities, damages, claims, or actions of any kind arising in any way from the use of Edgefield County facilities and also release Edgefield County and its employees from any liability, damages, claims or actions of any kind arising from the use of Edgefield County facilities. That person and the organization are also responsible for paying Edgefield County for any damages to Edgefield County facilities.
21. Edgefield County is not responsible for any items left in the building after the lessees' rental period.

Reservations:

Reservations for use of the Community Center will be on a first-come, first-serve basis.

Reservations may be made up to twelve (12) months in advance.

Reservations should be made by applying online or to the Edgefield County Clerk to Council.

Rental Fees:

The Community Center can be rented in increments of four (4) hours. The facility will be available Monday through Thursday from 8:00 am to 10:00 pm and Friday through Sunday from 10:00 a.m. to 12:00 a.m. The rate is as follows:

Four (4) hours:	\$150.00
Eight (8) hours:	\$300.00
Twelve (12) hours:	\$450.00
Two (2) day package:	\$600.00 – Alternate hours

One-half of the total rental amount is due (the total rental amount includes the rental package amount, event security fees, and the security deposit of \$125.00) at the time of the application submission to reserve the Community Center on the desired date(s). The other half of the rental amount is due 14 business days prior to the event date(s).

A reduction of twenty-five percent (25%) will be given to all Edgefield County staff.

The County Administrator may waive the rental fee for fundraising events for individuals that are dealing with serious illnesses or similar challenges.

Refund of rental fees due to cancellations is at the discretion of the Edgefield County Administrator and Clerk to Council.

Deposit/Damage Fees:

There is a required deposit of \$125 payable prior to the event to cover any damages that may be incurred during the event. If there are no damages or issues, the \$125 deposit will be returned after the event at the end of the month of your scheduled event. If damages exceed \$125, the lessee will pay for all costs for the damages incurred. You will be contacted by phone and mailed a letter with an explanation for the additional cost. **Leaving any door of the Sweetwater Community Center open/ajar after use is an automatic loss of return deposit.**

Issue(s)	The amount is taken from the deposit
Leaving the thermostat set differently than set forth in the agreement	No deposit returned
Leaving trash on the premises	\$50.00
Leaving the microwave/refrigerator dirty	\$50.00
Use of glitter, confetti, tacks, nails, tape etc.	No deposit returned

If the premises or any portion of the building during the term of this lease shall be damaged by act, default, or negligence of the Lessee or his agents, employees, patrols, guest, or any other person admitted to the premises by the Lessee, the Lessee shall pay to the Lessor such sum as shall be necessary to restore the said premises to the present condition.

Security:

The lessee may be required to provide an Edgefield County Deputy for the event. The County will make this determination based on the event, attendance, and use of alcohol. **A deputy is required at all events where alcohol will be consumed.** The payment for the deputy must be made to Edgefield County prior to the event.

Building Capacity:

The Community Center has a fire rating capacity of 50. No more than 99 people are permitted in the building for any event.

By signing and submitting the Application, the person signing the Application and the group using the Edgefield County facilities thereby agrees to all the above regulations.

Forms of Payment Accepted: Cash, Money Orders, Cashier’s Check, Personal Check. All checks/money orders are made payable to Edgefield County Government. Personal Checks are not accepted within 12 business days of the event.

A date cannot be reserved without a completed application and half of the total rental amount.

The total amount due is the rental rate plus the safety deposit along with any additional fees such as the event security.

Things to remember when renting the Sweetwater Community Center

1. There are two 13-gallon trash cans and two 7-gallon trash cans that you will need to provide trash bags.
2. There are 12 round tables (5 feet wide), 2 rectangular tables (8 feet long), and 96 chairs (8 chairs at each round table). Please return to the original area.
3. You will be responsible for hauling off your own trash. There is no dumpster on site.
4. There is no ice machine on site.
5. Please ensure the kitchen door is closed and the front push bar door is locked using the Allen wrench before leaving.
6. There is a broom and dustpan behind the kitchen door for your use.
7. **The HVAC unit is programmed to run the heat at 55° and the air at 80°.** You can change this temporarily while you are using the building. If you use the up and down arrows on the thermostat, the temperature will change. We ask that you do not run the heat above 76° or the air below 68°. The temperatures may go back to the original settings after some time passes (so you may want to keep an eye on this to be sure your guests are comfortable).
8. There is dish soap, a sponge, and a kitchen cleaner available for you to use in the kitchen.
9. Please be sure to clean the microwave if you use it and leave it unplugged.
10. **Please be sure to clean up, remove all trash, and leave the building in the same condition that you found it.**

Additional Notes:

Please do not go into the basement. That area is for employees only.
Please be sure to change the HVAC unit to the temperatures listed above.

Please be sure that all doors are locked and closed before leaving the facility after your event.

If you have any questions, please contact Aretha Eubanks by phone at 803-637-4009 or

Email: aeubanks@edgefieldcounty.sc.gov