

CHARLESTON COMMUNITY CENTER  
RULES AND REGULATIONS

1. Those renting the Charleston Community Center shall have use of the Center for a period of 12 continuous hours to be named by the renter and listed on the contract. 12 hours is the minimum rental period.
2. Charged time begins the moment the person in charge reports to open the doors and continues until the doors are closed and locked.
3. A walk through inspection before and after usage will be conducted and a record maintained.
4. No event held at the Center shall continue past 1AM. This includes any event breakdown such as removal of property and cleaning to be done by the renter.
5. Smoking is prohibited in the Charleston Community Center.
6. Alcoholic beverages will be allowed in the Charleston Community Center, ONLY if the renter, at the renter's own expense, hires an off-duty Charleston Police Officer to be on the premises while alcohol is being served.  
Rate: \$12.50/hour. Alcohol to be served: Yes \_\_\_\_\_ No \_\_\_\_\_ (*please initial one*)
7. **No items shall be fastened to any Charleston Community Center wall, ceiling, or painted surface with tape, nails, tacks or any other fastener. (initial)**
8. Proper adult supervision will be required for events in which minors are in attendance.
9. The person signing the contract agreement will be responsible for the conduct of all guests, as well as any damages incurred during their occupancy.
10. The City of Charleston is not responsible for any injuries or accidents incurred by those using the Community Center.
11. No reservations for the Charleston Community Center will be made more than one year in advance.
12. All rental and cleanup fees will be due when the contract is signed. The Charleston Community Center will not be considered reserved until the contract is signed and fees are paid.
13. A cancellation must be made 30 days prior to the event in order for the renter to be refunded any rental fees.  
75% of the rental fee and 100% of the cleanup fee will be refunded for reservations cancelled 30 days or more prior to the event.  
0% of the rental fee and 100% of the cleanup fee will be refunded for reservations cancelled less than 30 days prior to the event.
14. The City of Charleston reserves the right to coordinate concurrent events at the Charleston Community Center.
15. The City of Charleston has the right to refuse to rent the Charleston Community Center for any event, activity, or performance that it determines may cause damage to the Charleston Community Center or those attending such an event, activity, or performance.
16. No formal religious services will be allowed in the Charleston Community Center with the exception of temporary use for a congregation in the event of a fire or other emergency or unless the religious service is that of a community-wide nature such as a Easter sunrise service and upon approval of an executive committee.
17. Certain persons and groups will not be required to pay a rental fee, only a cleanup fee. Those include the Charleston Chamber of Commerce, the South Franklin County Fair, and those contributing more than \$10,000 to the Charleston Community Center.
18. In the case of multi-day events, each calendar day will be considered a new rental period and require a separate contract agreement.
19. Those renting the Charleston Community Center will have use of the Center's tables and chairs as part of the rental agreement. **It will be the responsibility of the renter to set up, arrange, wipe down, break down, and return the tables and chairs to the storage room.** The renter will have the option of hiring the City of Charleston to set up and break down the tables and chairs. The fee for this will be agreed upon by the renter and the City.