



TOWN OF CLOVER
PARKS AND RECREATION DEPARTMENT



CLOVER COMMUNITY CENTER - GALLERY 120 RENTAL POLICY

This facility is available for rent by organizations for business meetings held during normal operating hours. In addition to the terms of the Facility Rental Policy, the following conditions and requirements apply to the rental of the Clover Community Center - Gallery 120.

❖ **THE FOLLOWING ACTIVITIES ARE PROHIBITED:**

- Covering front windows
- Red wine or punch or any other food or beverage that will stain the floor
- Nailing, taping or gluing anything to the walls, floors, or ceiling

❖ **ARTWORK MAY NOT BE TOUCHED OR REMOVED FROM WALLS.**

❖ **REPORT ALL DAMAGE AND/OR CLEANLINESS VIOLATIONS IMMEDIATELY TO CLOVER PARKS & RECREATION 803-222-9493.**

CLEAN UP POLICY

- Building must be left in the condition it was found or better.
- Floors must be swept and any spills wiped up. Bathrooms must be in left in good order.
- Thermostat - Set air to 72 degrees or heat to 68 degrees.
- Chairs and tables must be cleaned and returned to original location.
- All food, decorations, personal items and trash must be removed at the end of the rental. The garbage dumpster is located behind the Clover YMCA.

WHAT'S INCLUDED IN THE RENTAL

- Tables and chairs are subject to availability. The CPRD will assist with setting up tables and chairs if time allows and there is staff available. Request: # Chairs _____ # Tables _____
- Use of the television for presentations, etc. Sponsor/Renter to supply all necessary components including computers and cords. Note that the TV does not pick up any local, cable or satellite channels.
- CPRD will supply the following basic cleaning supplies: trash bags, paper towels, cleaners, broom and mop.

MAXIMUM OCCUPANCY: 25 PEOPLE

I have read, understand, and agree to the terms and conditions of this Policy.

Name (printed): _____ Organization: _____

Signature: _____

Date: _____

Attach this completed form to the Facility Rental Application.