



Town of Branchville

Home of the World's Oldest Railroad Junction
7644 Freedom Road, P.O. Box 85, Branchville, SC 29432
(803) 274-8820 or 274-8000 – fax 274-8760

www.Branchville.SC.gov

Community Center Rental Agreement

Name (print) _____ Phone (home) _____

Address _____ Phone (cell) _____

What group do you represent? _____ None

What date do you want to reserve the center for your use? _____

TERMS OF USE

- The Community Center will be reserved for you for **one** specified day upon the Town Hall's receipt of a **\$50.00 Rental Fee** and **\$100.00 Deposit**.
- The Town may keep your Rental Fee if you cancel your reservation within 5 days of the reserved date.
- The key must be picked up at Town Hall no later than 4 p.m. on the business day before the reserved date.
- The key must be returned to Town Hall before noon on the first business day after the reserved date or the Deposit will not be returned. No exceptions.
- A Town employee will check the center to see if all of the conditions listed in the box at right are met. If so, the entire Deposit will be returned within 3 days of the return of the key. Otherwise, the Town reserves the right to keep all or part of the Deposit.
- The Center must be cleaned on the same day as the event unless other arrangements have been made.

CHECKLIST TO QUALIFY FOR RETURN OF DEPOSIT:

Kitchen

- Sink and counters cleaned.
- Refrigerator cleaned.
- Floor swept and mopped.

Bathroom

- Toilet and sink cleaned.
- Floor swept.

Conference room

- Tables and chairs cleaned.
- Floor swept.
- Lights off, heat and AC off.

All trash cans emptied!

Trash cans outside are to remain close to the back of the building.

By my signature, I acknowledge and agree to these terms:

Signature of Responsible Party

Date signed

Form Rev. 4/23/2015

APPROVED BY: _____

on behalf of the Town of Branchville

Date approved: _____

Rental fee paid: _____

Deposit paid: _____

Key picked up: _____

Key returned: _____

Deposit returned: _____