

Rock Hill Parks, Recreation and Tourism Basic Facility Reservation Information

1. **CONFIRMATION:** In order to guarantee confirmation of reservation, all fees must be paid in full at the signing of the agreement. PRT reserves the right to require up to four weeks advance request to reserve a facility, hereafter referred to as the "rental facility." Reservations which are pending Special Event Permit approval are "PENDING" until an official approval is received by PRT.
2. Lessee agrees to follow ALL regulations at the rental facility. See specific park regulation attachment(s).
3. **NO ALCOHOL, TOBACCO PRODUCTS, WEAPONS, FIREWORKS, DRUGS OR GAMBLING OF ANY KIND WILL BE PERMITTED AT ANY CITY OF ROCK HILL FACILITY. SMOKING IS NOT ALLOWED INSIDE OR WITHIN 10 FEET OF THE ENTRANCE OF ANY CITY FACILITY.**
4. **CANCELLATION:** If you cannot have your activity on the date or time indicated in this agreement, you should contact the Facility Supervisor at the number listed on page one of the agreement. The City reserves the right to retain the Reservation Fee for any cancellation requests received less than four weeks prior to the scheduled opening time of the event. The Damage Deposit, Security Personnel or Other Charges fees may be refundable for cancellation requests received more than one week prior to the scheduled opening time of the event.
5. **SECURITY PERSONNEL:** All youth must be adequately and properly chaperoned by responsible adults (age 21 and over) at the rate of one chaperon per ten (10) youth. A list of names, addresses and phone numbers of chaperons is required prior to the scheduled opening time of the event. For large gatherings of 100 or more, we may require at least two uniformed City of Rock Hill police officers at a minimum of \$25 per hour for each officer. The number of officers required will be determined by PRT Staff and Rock Hill Police Department. Parks, Recreation and Tourism will make arrangements for the officers. Security Personnel fees are required at the signing of the agreement.
6. **LIABILITY:** Lessee agrees to save, defend, and hold harmless the City of Rock Hill, SC, and its agents/employees from any and all claims for damages for injury (including death) and property damages arising from Lessee's use of occupancy of any City of Rock Hill, SC property or any activity conducted by Lessee on that property. Inflatables or similar potentially hazardous entertainment must provide a copy of minimum \$1,000,000 general liability insurance naming the City of Rock Hill as additional insured.
7. **BUILDING ATTENDANTS** designated by PRT staff are required for all indoor rentals and may not be a member of the renting party.
8. **DECORATIONS:** Decorations **MUST BE** table-top **ONLY**. No adhesives, tape or tacks on walls, cabinetry, windows, doors, ceilings or fans at any PRT facility. Throwing rice, petals, birdseed, water balloons, etc. is not allowed.
9. **FOOD PREPARATION:** Cooking or warming devices must be approved in writing by PRT staff prior to rental. No grease cooking is allowed (Ex. fish fryers, turkey fryers, etc.). All SC Department of Health and Environmental Control regulations or permits apply.
10. **VENDOR SALES:** Vendor sales are subject to the PRT Vendor Concessions Agreement. All SC Department of Revenue regulations or permits and City of Rock Hill business licenses apply.
11. **NOISE:** Music is allowed for reservations. However, lessee is asked to maintain a moderate volume during the rental that is in compliance with the City's Noise Ordinance (Section 20, Code 1981, 21-48) and out of consideration for the residents of the neighborhood nearest the rental facility.
12. **CLEAN-UP:** Unless otherwise noted, lessee is responsible for cleaning the rental facility upon completion of the rental. This may include wiping counters and appliances, cleaning restrooms, removing decorations and trash.
13. **DAMAGES:** If any damages occur during the reservation, the person signing agreement (Lessee) will be responsible for paying for those damages. Person requesting use agrees to remain until all parties have left the rental facility and the rental facility has been inspected by a PRT staff member. Failure to follow this condition may result in forfeiture of the Damage Deposit and Lessee may be refused future rental of City of Rock Hill facilities.
14. **REFUNDS:** Any money due to lessee will be returned to the person named on page one by mail upon completion of the terms of the agreement. This city-issued check should be received three weeks after the reservation date.
15. Violation of any of this Agreement's terms may result in the suspension of privileges to use any Rock Hill Parks, Recreation and Tourism facility.
16. The City of Rock Hill reserves the right to terminate the Agreement at any time and refuse entry to the leased premises, if the City in its reasonable discretion, believes that the proposed occupant(s) may cause any damage, safety concerns, or crowd control problems either to the leased premises or within the vicinity of the leased premises. In such event, the undersigned lessee hereby waives any claim or cause of action related to such cancellation, termination, or event closure against the City, except that the City may properly refund any deposit or pre-payments already remitted to the City. Fees are subject to change at any time.

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DEFINITIONS OF EVENT TYPES AS THEY RELATE TO CITY OF ROCK HILL PARKS, RECREATION & TOURISM (PRT) DEPARTMENT FACILITIES

Private Events: An event hosting 99 or fewer invited guests such as birthday parties or family gatherings and with none of the elements of a special event.

Special Event: An event with 100 or more participants AND/OR use of amplified sound AND/OR any advertising or sponsorship activities AND/OR selling/distributing any food, goods or merchandise AND/OR any financial profit made from the use of said City of Rock Hill/PRT property. Special events requesting the use of Parks, Recreation and Tourism facilities may require an approved City of Rock Hill Special Event Permit with the final approval made by Parks, Recreation and Tourism. Contact Parks, Recreation and Tourism at (803) 329-5620 for more information involving special event reservations. *Allow at least a six month time period for the Special Event Permit process, if applicable.*

The City's Special Events Committee will be responsible for guaranteeing that PRT facilities are not dominated by Special Events which may reduce enjoyment of a facility by the general public.

FACILITY TYPES AS THEY RELATE TO PUBLIC USE OR PRIVATE OR SPECIAL EVENT RESERVATION

Neighborhood Parks and Pocket Parks are designed for walk-up traffic and generally contain a play area or a small outdoor shelter. Ballfields at these small parks are generally designed for neighborhood-level games but are sometimes programmed as practice fields for City sports leagues. Parking spaces, if they exist, are limited. **Shelter facilities are not available for reservation and may be used on a first-come, first-served basis. Any individual found to be using a PRT facility as a location for a special event, as defined above, may be removed from the premises by the Rock Hill Police Department.**

Community Parks are generally larger than Neighborhood or Pocket Parks and may have more amenities. There may be multiple play areas or ballfields but they do not have the required infrastructure such as restrooms, parking lots, lights, electricity or water at a capacity to support large gatherings. **Shelter facilities are available for private reservation. Any individual found to be using a PRT facility as a location for a special event, as defined above, may be removed from the premises by the Rock Hill Police Department.**

Regional Parks are designed for mass participant use. The facilities offer amenities such as restrooms, parking lots, lights, electricity and water designed for large gatherings. They have traffic flow and security plans in place in anticipation of large events for the safety of all patrons and staff. **Shelter facilities are available for private or special event reservation.**

Recreation Centers are designed for planned programs, meeting space and for passive and active recreation opportunities. **Specific rooms or building areas are available for private or special event reservation.** Recreation Centers may have associated Neighborhood-level (first-come, first-serve) or Community-level (private rental only) park shelter facilities.

City Pools are designed for swim lessons, PRT programs and open swim. **These facilities are available for private reservations only** during daylight hours at times when the pools are not in use for swim lessons, cleaning or public open swim. Private rentals require the use of the

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City's contracted pool and lifeguard service, Rock Hill Police Department for security (when necessary) and require special insurance. Additionally, one (1) chaperon is required for every ten (10) youth.

Public Gardens are designed as places for peaceful enjoyment by the general public. **Private reservations or special event (wedding only) reservations are allowed in designated garden areas only.**

Athletic Fields of varying types are available throughout the PRT system.

- **Tournament quality fields at Regional Parks are available for private or special event reservations.**
- **Additional ballfields in the PRT system are available for private reservation only.** Note that maintenance on these fields is on a rotating basis and a private reservation only guarantees field preparation which may occur up to 24 hours in advance. Therefore, prepared fields have the risk of open public use before the reservation time begins.
- **Walking trails associated with Regional Parks are available for special event reservation only.** Park users not associated with the special event will not be refused access to the walking trails.