



Rental Agreement Glennon Center- Lower Level

Rental Date Requested: _____

Contact Person's Name: _____

Address: _____

Phones: (day) _____ (evening) _____ (cell) _____

(FAX) _____ (Email) _____

Start Time: _____ End Time: _____ (*rental time includes set-up and clean-up*)

Number of Attendees: _____

Type of Rental: _____

ROOM(S) REQUESTED:

Meeting Room: _____ Kitchen: _____ Hearth Room: _____

If you will be using the oven/stove, please check here: _____

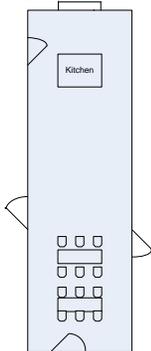
HOURS OF OPERATION:

- Rental Hours- 8 AM- 9PM (later or earlier times can be arranged for an additional fee)

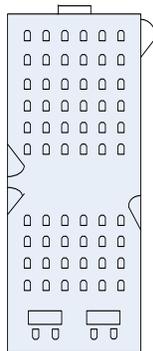
Setup includes staff cleaning the facility and assuring the rooms are set up in the configurations below and that the appropriate number of chairs and tables on available. If additional chairs are needed, we will try and arrange this for you, but cannot guarantee them.

Addition Number of Chairs Requested (if any): _____

Kitchen I



Meeting Room I



RULES AND REGULATIONS: Please read and initial as accepting.

	NO ALCOHOL ALLOWED
	NO SMOKING (<i>The Glennon Community Center is a smoke-free building</i>)
	No one under 21 years of age unless accompanied by an adult.
	Renter is required to clean up after their use. An additional clean up fee may be charged for inadequate clean up. Make sure to wipe down all counter and table tops, clean up any spills, sweep if necessary and take all trash to the dumpster.
	Renter is required to return the room to the original configuration as diagramed on the previous page.
	You may not affix any item(s) to the walls, whether for display or other purposes, to avoid damaging the wall surfaces.
	If you use the dry-erase board during your rental, you must wipe it clean at the conclusion of your rental.
	The privilege of using this facility may be revoked if the rules and regulations are not followed.
	The group is responsible for any damage or change in the condition of the property caused by the group or event. You will be charged for any and all damages over and above the \$100 deposit.
	No events are allowed to be catered per SCDHEC regulations.
	Person signing this agreement MUST be present during the entire rental.
	48 Hour cancellation notice is required or your deposit will be forfeited

Signature: _____ Date: _____

Name: *(please print)* _____

City Contact:

Diana Vick @ 548-3512

Facilities Coordinator