



CITY OF WOODRUFF AUDITORIUM Conditions and Stipulations for Rental

1. The City of Woodruff Auditorium will be made available to the renter for the period of time specified at the time the facility is rented through the offices of the City of Woodruff for the amount of the rental fee and deposit as stipulated by the city council. It is not the intent of the city council that the facility be used for regularly scheduled, ongoing programs, services, and activities. Official city meetings and functions shall always retain priority over all requests for use of the facility. Use of the facility for profit is prohibited.
2. The renter shall indemnify and hold harmless the City of Woodruff, South Carolina, its officers, agents and employees against any and all loss, damage, and /or liability that may be suffered and caused by, arising out of, or in any way connected with the occupation or use by the renter of the City of Woodruff Auditorium/City Hall or any part thereof, or in the rights and privileges herein granted.
3. The deposit for the facility shall be paid in advance no later than ten (10) working days prior to the rental date. **All deposits are non-refundable.**
4. The facility is available for rent during the hours of 8:00AM to midnight, seven days per week. The facility is city property and will be patrolled by the Woodruff Police Department. All persons in the auditorium, city hall and on the grounds are subject to all municipal, state and federal laws.
5. The use of drugs is prohibited on all city property. Serving of alcohol will have to have the approval of the City Manager. Additionally, smoking is not allowed inside the auditorium or city hall.
6. Serving of food in the facility shall take place only in the designated area. Food or drinks are not allowed inside the auditorium.
7. Any decorations used in the facility shall be installed in such a manner as not to mar or deface the building in any way. Nails, tacks or screws shall not be used in the hanging of decorations.
8. The renter shall not damage or allow to be damaged in any way the facility or any fixture or personal property located therein. In the event of damage, the rental shall promptly restore facilities or property to its original state of repair or will pay to the city the costs of the required repair.
9. The renter shall, upon completion of the use of the facility, promptly remove all decorations, display, and equipment used by the renter and will deliver the facility to the city upon expiration of the rental period in as good a state of repair and condition as existed upon occupancy.
10. The renter shall leave the auditorium and city hall in the same state of cleanliness as found at the time of occupancy, and will be responsible for any janitorial services required to restore the facility to its original state of cleanliness. This shall include cleaning of restroom floors, toilets and sinks.
11. The renter shall be responsible for the removal and placement of all litter, garbage and refuse from the facility and grounds into the city's trash dumpster located at the west end of city hall.
12. A checklist will be reviewed by a city representative with the renter prior to the facility's rental and the deposit submittal. A copy of the Conditions and Stipulations and a copy of the Notice to the Renter will be given to the renter when the deposit is submitted. The facility will be inspected by the city prior to the reimbursement of the deposit and any discrepancies noted will be brought to the attention of the renter.
13. Any violations of the conditions herein set forth may be grounds for refusal to rent the facility to the individual renter or the group represented in the future.

UPON COMPLETION OF YOUR EVENT:

1. FLOORS ARE TO BE SWEEPED AND MOPPED. BROOMS AND MOPS MUST BE RETURNED TO THE STORAGE AREA.
2. RESTROOMS AND TOILETS CLEANED
3. ALL GARBAGE REMOVED FROM BUILDING AND PLACED IN DUMPSTER AT WEST END OF CITY HALL
4. ALL LIGHTS TURNED OFF
5. HEAT/AIR CONDITIONER UNITS TURNED OFF
6. ALL DECORATIONS REMOVED. ABSOLUTELY NO TACKS, STAPLES OR NAILS TO BE USED ON THE WALLS, FLOOR, ETC.
7. ALL FURNITURE, CHAIRS/TABLES, ETC. MUST BE REPLACED TO THE ORIGINAL POSITION.

FAILURE TO COMPLY WITH THE ABOVE RULES WILL FORFEIT RENTER'S DEPOSIT.

The renter shall indemnify and hold harmless the City of Woodruff, South Carolina, its officers, agents and employees against any and all loss, damage, and /or liability that may be suffered and caused by, arising out of, or in any way connected with the occupation or use by the renter of the City of Woodruff Auditorium/City Hall or any part thereof, or in the rights and privileges herein granted.

Name of Organization/Renter	Address
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Name of Organization Representative	Telephone Fax
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Date and Time of Event

Number of People Expected	Nature of event to be held
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I certify and personally assume responsibility for payment of all charges and the observance of all conditions and stipulations governing the use of the facility and understand that failure to comply with said conditions and stipulations may result in forfeiture of deposits and future use of the facility.

Signature of Organization Representative	Date
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OFFICE USE

Separate checks are required for Rental Fees and Deposits

Rental Fee

For-Profit or Non-Ticketed Event

\$ 185/day X _____	\$	_____
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For-Profit or Ticketed Event

\$ 285/day X _____	\$	_____
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Deposit Fee

\$92.50/day X _____	\$	_____
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Deposit Fee

\$142.50/day X _____	\$	_____
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Rehearsal Fee (2hr limit)	\$	_____
\$40.00 per night		

Rehearsal Fee (2hr limit)	\$	_____
\$40.00 per night		

TOTAL COLLECTED	\$	_____
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TOTAL DUE
(Friday before the event)

\$ _____

\$ _____

Signature

Date