

Rules and Regulations for Charleston Community Center

- Hours of availability for use will be 8AM to MIDNIGHT. No renter shall be allowed use of the facility outside those hours for any reason, including event set-up or break down and cleaning.
- No reservations for the facility will be accepted more than one year in advance.
- Deposit and rental fees are due at the time of reservation. Reservations not paid in full at the time of booking are subject to cancellation.
- **Food and drinks are prohibited in the carpeted areas of the center (Meeting Room & Lobby). Damaged and/or stained carpet tiles will result in loss of security deposit.**
- Renter is responsible for the removal of all food, decorations and trash accumulated during the rental period from the facility. Refuse/Waste bins are located on the east side of the building.
- It is the responsibility of the renter to set up, arrange, wipe down, break down, and return tables and chairs to the storage room. Failure to put away tables and chairs will result in the renter being billed a breakdown/store away fee. **Tables should not be dragged across the floors at any time as this can damage the floor and/or finish. Excessive markings and/or damage to the floors will result in loss of security deposit.**
- Cancellations and changes to a reservation date are required at least 15 days prior to the reservation date, or no refund/transfer of rental fees will be given, only security deposit will be given.
- In the case of multi-day events, the hours of availability for use will remain in effect regardless of total rental period stated on reservation agreement.
- Certain groups and/or persons will not be required to pay a rental fee, only a cleaning fee. A list and related policies will be maintained at City Hall.
- Selling, soliciting and exhibiting of wares must be authorized in advance of reservation.
- Smoking is prohibited inside the facility.
- Use of alcoholic beverages must be indicated on rental agreement at the time of reservation.
- No items shall be fastened to any walls, ceilings, or other painted surface with tape, nails, tacks or any other fastener. Decorative items may be hung using only the existing ceiling hooks already installed in the facility (10-pound weight limit). **Damage to walls or painted surfaces will result in loss of security deposit.**

- Use of incendiary and difficult-to-clean materials for celebratory and decorative purposes is prohibited at the facility. Such items include, but are not limited to fireworks, rice, bird seed, confetti, glitter, sand, saw dust and materials that will stain, burn or otherwise damage the facility. Permitted materials include bubbles, streamers, contained candles, special lighting, etc.
- Proper adult supervision is required for events in which minors are in attendance.
- City of Charleston is not responsible for injuries or accidents incurred by those using the facility.
- The person signing the reservation agreement will be responsible for the conduct of all attendees, as well as any damage incurred to the facility during their occupancy.
- City of Charleston reserves the right to coordinate concurrent events at the facility.
- Use of the facility's tables and chairs is included with rental of the facility. In the case of concurrent events, both renters will have access to and be allowed use of tables and chairs. No one event may claim use of a specific quantity of tables and chairs unless prior arrangements are made at time of booking.
- City of Charleston reserves the right to refuse rental and use of facility for any event, activity, or performance that it determines may cause damage to the facility or those in attendance.
- City of Charleston is not responsible for the storage or security of any item brought in or left at the facility.
- Any item left at the facility after an event will become the property of the Charleston Community Center unless arrangements are made prior to the event. A storage fee may be charged to renter for articles left at the facility after completion of an event or items may be discarded as staff sees fit.
- Refund of deposit to renter will be issued no later than 15 days after use, contingent upon renter restoring rental area to condition existing prior to occupancy.