

# The SUNLIGHT CENTER

## FACILITY USE POLICY AND INFORMATION

The Sunlight Club allows use of the Sunlight Center located at 302 Treadwell Street, Orangeburg, SC, 29115 to service the community in support of our mission. The following describes some common uses: afterschool programs; community awareness and education events; club, organization and club meetings; and small celebratory events. The main first floor event room is available for use. Capacity not to exceed those specified.

### **Requests for Use**

Applications for use may be submitted by accessing the [Request to Use Facility form](#) which is also found on our website at [sunlightclub.org](http://sunlightclub.org) Note: Requested times should include time necessary for set-up and cleanup.

### **Facility Usage**

As a community service, our *Facility Usage Contributions* are intended solely to offset the operational expenses of the space. Fees may range from \$50 to \$150 per event, scaled by event type and membership status. This requirement may be waived for events that provide a strong benefit to our mission or align with our current programming. Any discounted or additional costs shall be identified in the agreement. Payment for facility use is due at the time of agreement. (The Sunlight Club reserves the right to keep or refund up to 50% in the event of User cancellation.)

### **Facility Use Policy**

1. Depending on the event type, Users may be asked to sign an agreement. Requested usage, building access and equipment needs must be identified in the agreement to ensure availability and appropriate access.
2. Any public fundraisers must be identified at the time of request and approved by the Sunlight Club. (Publicity for events not sponsored by Sunlight Club should include "Use of the Sunlight Center facility does not imply sponsorship".) Approval must be noted on the rental agreement.
3. Applicants will be held responsible for behavior and safety of persons in attendance as well as for any loss or damages incurred during occupancy; assessments made accordingly.
4. Groups of fifteen or more under the age of 18, must provide at least one adult (over the age of 21) for every fifteen participants.
5. Users release the Sunlight Club from any liability as a result of this event. In rare instances, depending on the nature of the event, users may be required to purchase and secure Certificate of Liability Insurance.
6. Federal laws, in conjunction with the laws of South Carolina, City and County of Orangeburg must be strictly enforced at all times. Users agree to reimburse the Sunlight Club for costs or fees (including reasonable attorney's fees) incurred resulting from any violations.
7. Other general use guidelines posted in the Sunlight Center must be followed:
  - a. The Sunlight Center is a tobacco-free property. Tobacco use is prohibited on grounds, both indoor and outdoors.
  - b. The use of pyrotechnics or any similar fire and safety hazard is strictly prohibited
  - c. Firearms and weapons are not permitted on premises.
  - d. Gambling is prohibited.
  - e. Drug use is prohibited.
  - f. Any alcohol use must be approved by the Sunlight Club. Approval must be noted on the written agreement.
  - g. Food and Drink are allowed only in designated areas.
  - h. Only the designated areas in the agreement may be accessed. Access to the upstairs is prohibited.
  - i. Hanging pictures, banners, or other items from walls, windows, doors, curtains, ceilings, or other parts of the building not specifically designated for that purpose is strictly prohibited.
  - j. When tables or chairs are moved or rearranged, they must be placed back in their original position.
  - k. Do not drag tables and chairs. Lift them if they need to be moved.
  - l. Users should ensure normal clean up, leaving the facility in the same or better condition in which they found it, and ensure trash has been placed in designated receptacles. (Trash bins are located outside near the front porch.) Additional charges may apply if property is not left in said condition. Damage fees will be assessed at cost for any broken/damaged property.
  - m. Children must be supervised at all times.
  - n. Turn off air/heat and lights before leaving.
  - o. Do not pour grease or put other food items in the kitchen sink.
  - p. Noise ordinances must be followed. And all users are asked to be respectful and considerate of our neighbors.
8. Parking is not provided.
9. Security is not provided.